

RAJIV GANDHI NATIONAL UNIVERSITY OF LAW, PUNJAB

(Established Under the Punjab Act No. 12 of 2006)

(Accredited with 'A' Grade by NAAC)



REGULATIONS

(AS UPDATED UPTO AUG., 2025)

**RGNUL REGULATION FRAMED UNDER SECTION 29(2) OF
THE RAJIV GANDHI NATIONAL UNIVERSITY OF LAW
PUNJAB ACT, 2006**

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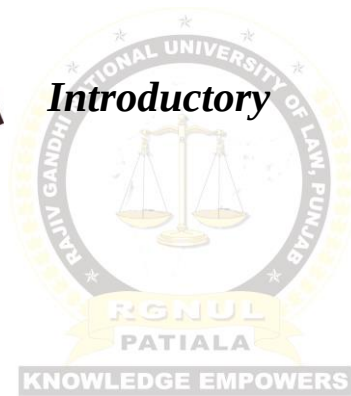
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PART-I

Introductory



PART – I

INTRODUCTORY

- (1) ***Section 2 (i) of the Rajiv Gandhi National University of Law, Punjab Act, 2006 (hereinafter referred as RGNUL Act) provides – “prescribed means prescribed by Statutes and Regulations made under the Act.”***
- (2) ***The following provisions of the RGNUL Act refer to matters to be dealt under regulations:***

Note: Emphasis added.

Section – 6

- a. All teaching in connection with the degrees, diplomas and certificates of the University, shall be conducted in accordance with the regulations made under this Act.
- b. The courses and curricula and the authorities responsible for organizing the teaching of such courses and curricula shall be such, as may be prescribed.

Section 14

- (1) The Executive Council shall be the Chief Executive Authority of the University, and as such, it shall have all powers, necessary to administer the University, subject to the provisions of this Act and the statutes made there under. The Executive Council may make regulations for that purpose and also with respect to matters mentioned in sub-section (2).
- (2) The Executive Council shall have the following powers and functions, namely:
- (1) to recommend the names of three persons to the Chancellor for appointment as Registrar on the recommendations of the Selection Committee

constituted for that purpose by it which is headed by the Vice-Chancellor;

- (2) to prepare and present to the General Council at its annual meetings, a report on the working of the University, a statement of accounts and budget proposals for the ensuing academic year;
- (3) to manage and regulate the finances, accounts, investments, properties, business and all other administrative affairs of the University and for that purpose, constitute committees and delegate the powers to such committees or such officers of the University as it may deem fit;
- (4) to invest any money belonging to the University, including any unapplied income, in such stock, funds, shares or securities, as it may think fit, from time to time;
- (5) to transfer or accept transfers of any movable or immovable property on behalf of the University;
- (6) to enter into, vary, carryout and cancel contracts on behalf of the University and for that purpose to appoint such officers, as it may think fit;
- (7) to provide the buildings, premises, furniture and apparatus and other means needed for carrying on the work of the University;
- (8) to entertain, adjudicate upon, and if it thinks fit, to redress any grievances of the officers, the teachers, the students and the employees of the University;
- (9) to create teaching, administrative, ministerial and other necessary posts, to determine the number and emoluments of such posts, to specify the minimum qualifications for appointment to such posts on such terms and conditions of service, as may be prescribed;

- (10) to appoint examiners and moderators, and if necessary to remove them and to fix their fees, emoluments and traveling and other allowances, after consulting the Academic Council;
- (11) to select a common seal for the University; and
- (12) to exercise such powers and to perform such other duties, as may be considered necessary or imposed on it by or under this Act.

(3) *The regulations may also prescribe for subject matters dealt under Sections 24, 26, 27, 28 and 34*

Section – 24

The Registrar- The Registrar, who shall be an academic person, not below the rank of a Professor and he shall be a whole-time officer of the University and shall be appointed by the Chancellor on the recommendation of the Selection Committee, constituted by the Executive Council and headed by the Vice-Chancellor on such terms and conditions of service, as it may specify, subject to the provisions of the statutes and regulations.

Section – 26

Heads of the Departments: (1) There shall be a Head for each of the Department in the University.

(2) The powers, functions, appointments and conditions of service of the Heads of the Departments shall be such, as may be prescribed.

Section – 27

Other Officers and employees :

- (i) Subject to the regulations made under this Act, every officer or employee of the University shall be appointed in accordance with a written contract, which shall be lodged

with the University and a copy thereof shall be furnished to the officer or employee concerned.

- (ii) Any dispute arising out of a contract between the University and any of its employees shall, at the request of the officer or the employee concerned or at the instance of the University, be referred to the Tribunal for arbitration consisting of three members, appointed by the Executive Council in accordance with such manner, as may be prescribed.

Section – 28

Selection Committees : The Executive Council shall constitute various Selection Committees for appointment to the posts of officers and non-teaching staff including the last grade service and contingent staff. The procedure for appointment of members of Selection Committees and the procedure to be adopted by such Committees, shall be such, as may be prescribed.

- (4) ***Powers to make Regulations are vested with Executive Council under Section 29 (2) below:***

Section 29

(2) "The first regulations of the University shall be made by the Vice-Chancellor with the approval of the Chancellor. They shall be placed before the Executive Council at its first meeting, which may adopt them with or without modifications. Subsequent regulations or modification in the regulations shall be made by the Executive Council.

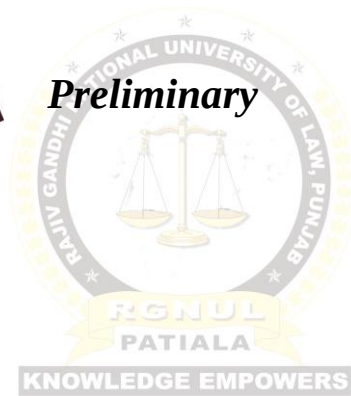
Section – 34

Residence of Students: Every student of the University, shall reside in a hostel maintained or recognized by the University or under such conditions, as may be prescribed.



PART-II

Preliminary



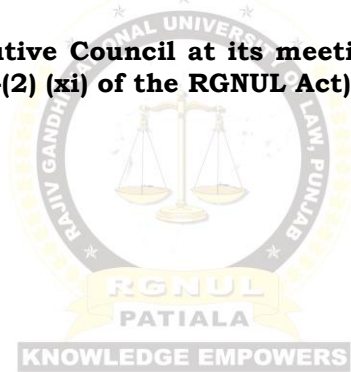
PART-II

PRELIMINARY

Common Seal of Rajiv Gandhi National University of Law: RGNUL
Common Seal shall be as under:



**(Approved by the Executive Council at its meeting held on 17.11.2007
Para-1 as per section 14(2) (xi) of the RGNUL Act)**



Meaning of Words and Expressions:

The meaning of words and expressions used in these regulations and not defined herein shall be the same as assigned to them in the RGNUL Act and Statutes.



PART-III

Regulations Regarding Appointments of Teachers

SECTION – A 9-35 REGULATIONS REGARDING APPOINTMENT OF TEACHERS

Section-A-I	9	Appointment of Regular Teachers
Section-A-II	36	Appointment of Teachers on Contract Basis
Section-A-III	40	Leave Rules for Permanent Teaching Staff
Section-A-IV	51	Leave Rules for Teaching Staff Appointed on Contract Basis

SECTION-B-I 55-80 REGULATIONS ON APPOINTMENT OF NON-TEACHING STAFF ON CONTRACT/REGULAR BASIS

KNOWLEDGE EMPOWERS

Section-B-II	85	Prescribed Qualification of Different Non-Teaching Posts
Section-B-III	102	Leave Rules for Non-Teaching Staff Appointed on Contract Basis
Section-B-IV	104	Leave Rules for Non-Teaching Staff Appointed on Regular/Permanent Basis

SECTION-C 109-112 APPOINTMENTS OF DIFFERENT OFFICERS OF THE UNIVERSITY

PART-III – SECTION A

REGULATIONS REGARDING APPOINTMENT OF REGULAR TEACHERS
*(Amendment Approved by the Executive Council
at its meeting held on 09.02.2017 Para 16)*

SECTION A

REGULATIONS REGARDING APPOINTMENT OF TEACHERS

Whereas RGNUL Statute 11 provides for appointment of teachers on regular and on contractual basis through a procedure prescribed by regulations.

And whereas the UGC, vide letter No. F.1-2/2017 (EC/PS) dated 18.07.2018, has issued UGC Regulation on minimum qualification for teachers and other academic staff in Universities and Colleges and measures for the maintenance of standards in higher education in 2018. RGNUL Statute provided that the UGC norms regarding eligibility and qualification shall be followed for the selection and appointment of Regular Teachers.

(Amendment approved by the Executive Council (40) dated 24.08.2018 Para 04)

1. The designation of teachers at RGNUL shall be as under:

- (i) Professor
- (ii) Associate Professor
- (iii) Assistant Professor

(The Executive Council of RGNUL in its meeting held on 30.10.2009 Para 4 adopted the UGC Notification No. F.3-1/2009-U.I. dated 04.06.2009)

2. The teachers may be appointed on Regular or on Contractual Basis

[See Statute 11(1)]

3. Mode of Recruitment

The direct recruitment to the posts of Assistant Professors, Associate Professors and Professors in the University respectively shall be on the basis of merit; through all India advertisement; and selections by the duly constituted Selection Committees as provided under these Regulations.

4. Reservation Policy in the appointment of faculty at the entry level only for direct and regular recruitment for Assistant Professors subject wise at RGNUL:

1. SC/ST 22.5%
2. *PWD 4%

***Read as Reservation in Teaching and Non-Teaching posts for Person with Benchmark Disabilities from 3% to 4% at RGNUL, as per statutory requirement of Section 34 (1) of the Right to Persons with Disabilities Act, 2016.**

(Amendment approved by the General Council and Executive Council at their respective meetings held on 25.01.2018 para 5 and 27.09.2017 Para 16)

5. Application Fee for the recruitment of various posts (Teaching & Non-Teaching):

Sr. No.	Class of Post	Application Fee for General Category inclusive GST	Application Fee for SC/ST/PWD category inclusive GST
1	A Class	1770	1180
2	B Class	885	590
3	C Class	590	350

(As approved by the Finance Committee/Executive Council meetings dated 21.05.2025 Para 4 (FC-6))

SECTION A-I

APPOINTMENT OF REGULAR TEACHERS

(Adopted the UGC Notification No. F.1-2/2017/EC/PS dated 18.07.2018, as approved by Executive Council meeting dated 24.08.2018)

4. **The eligibility, qualification and salaries of the regular teachers shall be as per the UGC norms.¹**

[See Statutes 11(3)(i) and (ii) respectively]

5. **Eligibility and Selection Criteria for Direct Recruitment of Assistant Professors**

The eligibility for appointment as an Assistant Professor shall be as under:

- A. (i) A good academic record with minimum 55% of marks at the master's level in the related subject; and
- (ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SLET/SET :

Provided, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions:

¹. RGNUL adopted UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures of Standards in Higher Education, 2018 (As amended by UGC Regulations July 18, 2018 No. F-1-2/2017/EC/PS)

- (a) Ph.D. degree of the candidate awarded in regular mode only;
- (b) Evaluation of the Ph.D. thesis by at least two external examiners;
- (c) Open Ph.D. viva voce of the candidate had been conducted;
- (d) Candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;
- (e) Candidate has presented at least two papers based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC/ICSSR/CSIR or any similar agency.

The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

Note: NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.

OR

- B.** The Ph.D degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

Note: The Academic score as specified in Table 3A below for Universities shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview.

6. Eligibility for the Post of an Associate Professor

The eligibility for appointment as an Associate Professor shall be as under:

- (1) Good academic record, with a Ph.D. degree in the concerned / allied / relevant disciplines;
- (2) 55% of marks, or equivalent grade wherever grading system is

- (3) followed at the Master's Degree level.
 (3) A minimum of eight years of experience of teaching and / or research in an academic / research position equivalent to that of an Assistant Professor in a University / College or in an Accredited Research Institution/industry with evidence of published work and minimum of seven publications per books and/or research/policy papers in peer reviewed or UGC-listed journals and a total research score of at least Seventy Five (75), as per the criteria given in Table below:

Table 2

Methodology for University and College Teachers for calculating Academic/Research Score

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.)

Proposed changes in the criteria under Table 2 Methodology for University and College Teachers for calculating Academic/Research Score			
Sr. No.	Academic/ Research Activities	Score Points for the post of Associate Professor and Professor	Maximum Weightage
(A)	Research Papers in Peer-Reviewed or UGC listed Journals	5 Per Paper	Maximum Score - 20 (Publication: The first Seven papers shall not be counted that is papers claimed from eighth paper onward shall be counted for API score calculation in Category A).
	Teaching Experience	2 for every one year	(Teaching Experience: to be counted beyond 8 years for Associate Professor ; and to be counted beyond 10 years for Professor , and shall be counted as per the Clause 10 of UGC 2018 Regulations)
(B)	Publications (other than Research Papers)		
	(a) Books authored which are published by :		Maximum Score - 30
	International Publishers	6	
	National Publishers	5	
	Chapter in edited books	3	
	Editor of book by International Publisher	5	

	Editor of book by National Publisher	4	
	(b) Translation works in Indian and Foreign languages by qualified faculties		
	Chapter or Research Paper	2	
	Book International Publications	4	
	Book National Publications	1	
(C)	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy		Maximum Score - 10
	(b) Design of new curricula and courses		
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	5	
	MOOCs (developed in 4 quadrant) per module/lecture	2	
	Content writer/subject matter expert for each module of 02 MOOCs (at least one quadrant)	1	
	Course Coordinator for MOOCs (4 credit course)(In08 case of MOOCs of lesser credits 02 marks/credit)	4	
	(d) E-Content		
	Development of e-Content in 4 quadrants for a12 complete course/e-book	4	
	e-Content (developed in 4 quadrants) per module	1	
	Contribution to development of e-content module in02 complete course/paper/e-book (at least one quadrant)	1	
	Editor of e-content for complete course/ paper /e-book	4	
(D)	Research guidance		
	Ph.D	5 per degree awarded	Maximum Score - 10
	M.Phil./ P.G dissertation	2 per degree awarded	
(E)	Research Projects completed		
	More than 10 lakhs	5	Maximum Score - 10
	Less than 10 lakhs	3	
	(c) Research Projects Ongoing	2	
	More than 10 lakhs		
	Less than 10 lakhs		
	(d) Consultancy		

(F)	Policy Document (Submitted to an International body/Organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)	
	International	5
	National	3
	State	2
	Awards/Fellowship	
	International	5
	National	3
(G)	Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings(Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)	
	International (Abroad)	4
	International (within country)	3
	National	2
	State/University	1
Total Score (A to G)		100

(Table 2 Amendment approved by the Executive Council/Finance Committee meetings dated 22.03.2022 and 15.03.2022 Para 3 (3.2))

The Research score for research papers would be augmented as follows :

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) :

- i) Paper in refereed journals without impact factor - 5 Points
 - ii) Paper with impact factor less than 1 - 10 Points
 - iii) Paper with impact factor between 1 and 2 - 15 Points
 - iv) Paper with impact factor between 2 and 5 - 20 Points
 - v) Paper with impact factor between 5 and 10 - 25 Points
 - vi) Paper with impact factor >10 - 30 Points
 - a) Two authors: 70% of total value of publication for each author.
 - b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.
- Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co- supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the

combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.

- The research score shall be from the minimum of three categories out of six categories.

7. Eligibility for the Post of Professor

The eligibility for appointment as Professor shall be as under:

- A. (i) An eminent scholar with Ph.D. qualification in the concerned / allied / relevant discipline and published work of high quality, actively engaged in research with the evidence of the published work with a minimum of 10 research publications in the peer-reviewed or UGC-listed journals and a total research score of 120 as per the criteria above in Table 2.
- (ii) A minimum of Ten years of teaching experience in a university/college as Assistant Professor/Associate Professor/Professor, and/or research experience at equivalent level at the University/National Level Institutions with evidence of having successfully guided doctoral candidate.
- Or
- B. An outstanding professional, having a Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions (not included in A above)/industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience.

8. Composition of the Selection Committee for the post of Assistant Professor

The Selection Committee should have the following composition:

- (1) The Vice Chancellor to be the Chairperson of the Selection Committee.
- (2) The Registrar/Dean
- (3) Three Experts in the concerned subject to be appointed by the Vice-Chancellor from outside.
- (4) A Nominee of the Executive Council/Head of the Department/School/Centre
- (5) An Academician who is Nominee of the Chancellor/Visitor
- (6) An academician representing SC / ST / OBC / Minority /

Women / Differently-abled categories to be nominated by the Vice Chancellor if any of the candidates representing these categories is the applicant, and if any of the above members of the Selection Committee does not belong to that category.

At least four members, including two outside subject experts, shall constitute the quorum.

9. Composition of the Selection Committee for the post of Associate Professor, Professor and Senior Professor

The Selection Committee should have the following composition:

- (1) Vice Chancellor to be the Chairperson of the Selection Committee.
- (2) The Registrar/Dean
- (3) Three Experts in the concerned subject/field to be appointed by the Vice-Chancellor from outside.
- (4) A Nominee of the Executive Council/Head of the Department/School/Centre
- (5) An Academician who is Nominee of the Chancellor/Visitor
- (6) An academician representing SC / ST / OBC / Minority / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category.

At least four members, including two outside subject experts, shall constitute the quorum.

10. Scrutiny of Applications for the post of Assistant Professor

- (1) Applications received for the post of Assistant Professors shall be scrutinized to determine the eligibility as per rule 5 above.
- (2) The eligible candidates shall be shortlisted as per criteria laid down in rule 11 below.
- (3) After due scrutiny, the minimum number of candidates to be called for a post shall be three times of the number of posts, if the number of eligible candidates is more than that.

Note: The Screening Committee may recommend for calling more candidates than prescribed above if it finds appropriate to provide wider choice for selection.

11. Screening Criteria for the Post of Assistant Professor

- (1) The applications shall be screened and evaluated on the following counts in Table 3A:

Table: 3A
Criteria for Short-listing of Candidates for Interview for the Post of Assistant Professors in Universities

Sr. No.	Academic Record	Score			
1.	Graduation	80% & Above = 15	60% to less than 80% = 13	55% to less than 60%=10	45% to less than 55% =05
2.	Post-Graduation	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% = 20	
3.	M.Phil.	60% & above = 07	55% to less than 60% = 05		
4.	Ph.D.		30		
	NET with JRF		07		
	NET		05		
	SLET/SET		03		
	Research Publications (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)		10		
	Teaching / Post Doctoral Experience (2 marks for one year each)#		10		
	Awards				
	International / National Level (Awards given by International Organisations/ Government of India / Government of India recognised National Level Bodies)		03		
	State-Level (Awards given by State Government)		02		

#However, if the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately.

Note:

- | | | | |
|-----|-------|--------------------|--------------------|
| (A) | (i) | M.Phil + Ph.D | Maximum - 30 Marks |
| | (ii) | JRF/NET/SET | Maximum - 07 Marks |
| | (iii) | In awards category | Maximum - 03 Marks |

- (B) Number of candidates to be called for interview shall be decided by the concerned universities.
- (C)
- | | |
|-----------------------|------------|
| Academic Score | 80 |
| Research Publications | 10 |
| Teaching Experience | 10 |
| Total | 100 |

TABLE-A
(Minimum API requirement for the promotion of teachers under CAS in university departments)

S. No.		Assistant Professor (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Professor (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Professor (Stage 3/AGP Rs.8000/) to Associate Professor (Stage 4/AGP Rs. 9000/-)	Associate Professor (Stage 4/ AGP Rs. 9000/- to Professor (Stage 5/AGP Rs.10000/-)
1	Research and Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection Committee

Table 1
Assessment Criteria and Methodology for University/College Teachers

S.No.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above-Satisfactory Less than 70% - Not satisfactory

2.	Involvement in the University/College students related activities/research activities: (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (d) Organising seminars/ conferences/ workshops, other college/university activities. (e) Evidence of actively involved in guiding Ph.D students. (f) Conducting minor or major research project sponsored by national or international agencies. (g) At least one single or joint publication in peer- reviewed or UGC list of Journals.	Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved / undertaken any of the activities Note: Number of activities can be within or across the broad categories of activities
Overall Grading: Good: Good in teaching and satisfactory or good in activity at Sl.No.2. Or Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2. Not Satisfactory: If neither good nor satisfactory in overall grading Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.		

12. Stages of Promotion under the Career Advancement Scheme of Incumbent and Newly-Appointed Assistant Professors/Associate Professors/Professors

The entry-level Assistant Professors (Level 10) shall be eligible for promotion under the Career Advancement Scheme (CAS) through two successive levels (Level 11 and Level 12), provided they are assessed to fulfill the eligibility and performance criteria as laid down in Table A of these Regulations.

(1) Career Advancement Scheme (CAS) for University teachers I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)

Eligibility:

- (i) An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M.Phil. / PG Degree in Professional Courses, such as LL.M. or six years of service in case of those without a Ph.D./M.Phil./ PG Degree in a Professional course and satisfies the following conditions:
- (ii) Attended one Orientation course of 21 days duration on teaching methodology;
- (iii) Any one of the following: Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e- certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period; and
- (iv) Published one research publication in the peer-reviewed journals or UGC-listed journals during assessment period.

CAS Promotion Criteria

A teacher shall be promoted if;

- (i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be (as provided in Table 1), and;
- (ii) The promotion is recommended by the screening-cum evaluation committee.

II. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)

Eligibility:

- (i) Assistant Professors who has completed five years of service in Academic Level 11/Senior Scale.
- (ii) A Ph.D. Degree in the subject relevant/allied/relevant discipline.
- (iii) Has done any two of the following in the last five years of Academic

Level 11/Senior Scale: Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes / Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

- (iv) Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

- (i) The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Table 1) and;
- (ii) The promotion is recommended by the Screening-cum-evaluation committee.

(2) Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

- (i) Assistant Professor who has completed three years of service in Academic Level 12/ Selection grade.
- (ii) A Ph.D Degree in the subject concerned/allied/relevant discipline.
- (iii) Any one of the following during last three years: completed one course / programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e- certification); or

contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

- (iv) A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
- (v) Evidence of having guided at least one Ph.D. candidate.

CAS Promotion Criteria:

A teacher shall be promoted if;

- (i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in Table 1, and has a research score of at least 70 as per Table 2.
- (ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.

III. Associate Professor (Academic Level 13A) to Professor (Academic Level 14) Eligibility:

- (i) An Associate Professor who has completed three years of service in Academic Level 13 A.
- (ii) A Ph.D. degree in the subject concerned/allied/relevant discipline.
- (iii) A minimum of ten research publications in the peer- reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
- (iv) Evidence of having successfully guided doctoral candidate.
- (v) A minimum of 110 Research Score as per Table 2.

CAS Promotion Criteria

A teacher shall be promoted if;

- (i) He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Table 1, and at least 110 research score, as per Table 2.

- (ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.

IV. Professor (Academic Level 14) to Senior Professor (Academic Level 15)

A Professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favourable review from three eminent subject -experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years' of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a Selection Committee constituted in accordance with these Regulations.

Eligibility:

- (i) Ten years' experience as a Professor.
- (ii) A minimum of ten publications in the peer-reviewed or UGC-listed journals and Ph.D. degree has been successfully awarded to two candidates under his/her supervision during the assessment period.

(3) Career Advancement Scheme (CAS) for Librarians

Note:

- (i) The following provisions apply only to those persons who are not involved in the teaching of Library Science. Teachers in institutions where Library Science is a teaching department shall be covered by the provisions given under sections 6.4 (B) and 6.4 (C), of these Regulations for Colleges/Institutions and for Universities, respectively.
- (ii) The Deputy Librarian in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14 while College Librarians shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.

I. From University Assistant Librarian (Academic level 10)/College Librarian (Academic level 10) to University Assistant Librarian (Senior Scale/Academic level 11)/ College Librarian (Senior Scale/Academic level 11):

Eligibility:

- (i) An Assistant Librarian/ College Librarian who is in Academic Level 10 and has completed four years of service having a Ph.D. degree in Library Science/ Information Science/ Documentation Science or an equivalent degree or five years' of experience, having at least a M.Phil. degree, or six years of service for those without a M.Phil. or a Ph.D. degree.
- (ii) He/she has attended at least one Orientation course of 21 days' duration; and
- (iii) Training, Seminar or Workshop on automation and digitalisation, maintenance and related activities, of at least 5 days, as per Appendix II, Table 4.

CAS Promotion Criteria:

An Assistant Librarian/College Librarian may be promoted if:

- (i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five out of the last four/five/six years of the assessment period as the case may be as specified in Appendix II, Table 4, and
 - (ii) The promotion is recommended by a screening-cum-evaluation committee.
- II. From University Assistant Librarian (Senior Scale/Academic level 11)/College Librarian (Senior Scale/Academic level 11) to University Assistant Librarian (Selection Grade/ Academic level 12/ College Librarian (Selection Grade/Academic level 12)**

Eligibility:

- (i) He/she has completed five years of service in that grade.
- (ii) He/she has done any two of the following in the last five years:
 - (i) Training/Seminar/Workshop/Course on automation and digitalisation,
 - (ii) Maintenance and other activities as per Table 4 of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration),
 - (iii) Taken/developed one MOOCs course in the relevant subject (with e-certification), or
 - (iv) Library up-gradation course.

CAS Promotion Criteria:

An individual shall be promoted if:

- (i) He/she gets a 'satisfactory' or 'good' grade in the annual performance

assessment reports of at least four out of the last five years of the assessment period, as specified in Table 4, and;

- (ii) The promotion is recommended by a screening-cum-evaluation committee.

III. From University Assistant Librarian (Selection Grade/Academic level 12)/ College Librarian (Selection Grade/Academic level 12) to University Deputy Librarian (Academic Level 13A)/College Librarian (Academic Level 13A)

- (i) He/she has completed three years of service in that grade.
- (ii) He/she has done any one of the following in the last three years:
 - (i) Training/Seminar/Workshop/Course on automation and digitalization, (ii) Maintenance and related activities as per Table 4 of at least two weeks' (ten days) duration, (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration, (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and (v) Library up-gradation course.

CAS Promotion Criteria:

An individual shall be promoted if:

- (i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Table 4; and
- (ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.
- (iii) The criteria for CAS Promotions from University Deputy Librarian/College Librarians (Academic Level 13A) to University Deputy Librarian/College Librarians (Academic Level 14) shall be the following:
 - (i) He/she has completed three years of service in that grade.
 - (ii) He/she has done any one of the following in the last three years:
 - (i) Training/Seminar/Workshop/Course on automation and digitalization, (ii) Maintenance and related activities as per Table 4 of at least two weeks' (ten days) duration, (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration, (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and (v) Library up-gradation course.
 - (iii) Evidence of innovative library services, including the integration of ICT in a library.
 - (iv) A Ph.D. Degree in Library Science/Information Science/ Documentation /archives and Manuscript- Keeping

CAS Promotion Criteria:

An individual shall be promoted if:

- (i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Table 4; and
- (ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

Table 4
Assessment Criteria and Methodology for Librarians

S. No.	Activity	Grading Criteria
1	Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend) While attending in the library, the individual is expected to undertake, inter alia, following items of work: - Library Resource and Organization and maintenance of books, journals and reports. - Provision of Library reader services such as literature retrieval services to researchers and analysis of report. - Assistance towards updating institutional website	90% and above - Good Below 90% but 80% and above - Satisfactory Less than 80% - Not satisfactory
2.	Conduct of seminars/workshops related to library activity or on specific books or genre of books.	Good – 1 National level seminar/ workshop + 1 State/institution level workshop/ Seminar Satisfactory - 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop Unsatisfactory – Not falling in above two categories

3.	If library has a computerized database then OR If library does not have a computerized database	Good – 100% of physical books and journals in computerized database. Satisfactory – At least 99% of physical books and journals in computerized database. Unsatisfactory – Not falling under good or satisfactory. OR Good – 100% Catalogue database made up to date Satisfactory- 90% catalogue database made up to date Unsatisfactory - Catalogue database not upto mark. (To be verified in random by the CAS Promotion Committee)
4.	Checking inventory and extent of missing books	Good : Checked inventory and missing book less than 0.5% Satisfactory - Checked inventory and missing book less than 1% Unsatisfactory - Did not check inventory Or Checked inventory and missing books 1% or more.
5.	(i) Digitisation of books database in institution having no computerized database. (ii) Promotion of library network. (iii) Systems in place for dissemination of information relating to books and other resources. (iv) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities. (v) Design and offer short-term courses for users. (vi) Publications of at least one research paper in UGC approved journals.	Good : Involved in any two activities Satisfactory : At least one activity Not Satisfactory : Not involved/ undertaken any of the activities.
Overall Grading	Good : Good in Item 1 and satisfactory/good in any two other items including Item 4. Satisfactory : Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4. Not satisfactory : If neither good nor satisfactory in overall grading	

Note:

- (1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.
- (2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion.
- (3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.

(5-12 Amendment Approved by the Executive Council at its meeting held on 24.08.2018 Para 4)

13. Selection Criteria for Assistant Professor

Assistant Professor: A candidate for the post of Assistant Professor shall have to appear for interview before the duly constituted Selection Committee. Assessment of the candidate at the interview shall be made as per following criteria:

- (a) Academic Record and Research Performance (50%) (as per clause 11 above)
- (b) Assessment of Domain Knowledge and Teaching Skills (30%)

Note: Domain knowledge and teaching skills may be assessed through all or any of the following modes:

- (i) **Conduct of Written Test;**
 - (ii) **Lecture delivered by the candidate;**
 - (iii) **Presentation by the candidate.**
 - (iv) **Assessment by the Selection Committee**
- (c) Interview Performance (20%)
Total Weightage = 100 points
Merit shall be drawn on consolidated score out of total **100 points** as mentioned above.

Minimum Scores for APIs for direct recruitment of Associate Professors and Professors and weightages to be considered along with other specified eligibility qualifications.

	Associate Professor (Stage 4)	Professor (Stage 5)
Minimum API Scores	Consolidated API Score requirement of 300 points from categories II and III of APIs (cumulative)	Consolidated API Score requirement of 400 points from categories II and III of APIs (cumulative)
Selection Committee criteria/ weightages	(a) Academic Background (20%) (b) Research performance	(a) Academic Background (20%) (b) Research performance based

(Total Weightages = 100)	based on API score and quality of publications (40%)	on API score and quality of publications (40%)
	(c) Assessment of Domain Knowledge and Teaching Skills (20%)	(c) Assessment of Domain Knowledge and Teaching Skills (20%)
	(d) Interview Performance (20%)	(d) Interview Performance (20%)

14. The Screening cum Evaluation Committee for direct recruitment and promotion under Career Advancement Scheme.

1. The Vice-Chancellor as the chairperson of the Screening cum Evaluation Committee
2. Registrar/Dean
3. Head of the Department/School/Centre/Senior Most Professor of the Department
4. Two subject experts in the concerned subject nominated by the Vice-Chancellor from outside the University.

Note: The quorum shall be of three members including one outside expert.

15. The UGC Academic Performance Indicators (API) Score Card shall be applicable for Annual Evaluation of Teachers.

(Approved by the Executive Council in its meeting held on 09.02.2017, Para 16)

16. Pay Scales and Designations

- (i) Persons entering teaching profession in the university shall be designated as Assistant Professors and shall be placed in the Pay Band III of Rs. 15600 – 39100 with the Academic Grade Pay (AGP) of Rs. 6000/-.
- (ii) An Assistant Professor with completed service of four years, possessing Ph. D. degree in the relevant discipline shall be eligible for moving to the AGP of Rs. 7000/-.
- (iii) Assistant Professors possessing M.Phil. degree shall be eligible for the AGP of Rs. 7000/- after completion of 5 (five) years service as an Assistant Professor.
- (iv) Assistant Professors who do not have Ph.D. or M.Phil. degree in the relevant professional course shall be eligible for the AGP of Rs. 7000/- only after completion of 6 (six) years' service as an Assistant Professor.
- (v) Posts of Associate Professor shall be in the Pay Band IV of Rs. 37400-67000, with AGP of Rs. 9000/-. Directly recruited Associate Professors shall be placed in the Pay Band IV of

Rs. 37400-67000 with an AGP of Rs. 9000/-, at the appropriate stage in the Pay Band in terms of the conditions of appointment.

- (vi) The pay of a directly recruited Professor shall be fixed at a stage not below Rs. 43000/- in the Pay Band IV of Rs. 37400-67000, with the applicable AGP of Rs. 10000/-.

17. Incentives for M.Phil. / Ph.D. and any other Higher Qualification

- (i) Two/Five increments may be admissible to those Assistant Professors who hold M.Phil./Ph.D. Degree respectively at the time of recruitment. Candidates with D.Phil./D.Litt./LL.D. shall be given benefit at par with Ph.D.
- (ii) One/Three increments may be admissible to those Assistant Professors who have completed M.Phil./Ph.D. Degree respectively during service.

18. Other Terms and Conditions Increments

- (i) Each annual increment shall be equivalent to 3% of the sum total of the pay in the relevant Pay Band and the AGP as applicable for the stage in the Pay Band, rounded off to next multiple of ten.
- (ii) Each advance increment shall also be at the rate of 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable and shall be non-compoundable.

19. Period of Probation and Confirmation

- (i) The minimum period of probation shall be one year and in case of unsatisfactory performance extendable by a maximum period of one more year.
- (ii) The confirmation at the end of one year shall be automatic unless extended for another year by a specific order, before expiry of the first year of service. The university will issue an order of confirmation to the incumbents within 45 days of completion of the probationary period after due process of verification of satisfactory performance

20. Allowances

- (i) The regular teachers shall be paid Dearness Allowance, House Rent Allowance and Medical Allowance as per the Punjab Government norms.
- (ii) **As approved by the Finance Committee/Executive Council at their respective meetings held on 08.06.2019, Para 3**

(3), House Rent @ 10% and Rural Area Allowance 6% shall be paid to RGNUL employees whether residing within or outside the Campus.

21. New Pension Scheme/Defined Contributory Pension Scheme

New Pension Scheme/Defined Contributory Pension Scheme for RGNUL Regular Teaching Staff/Regular Non-Teaching Staff.

Broad Features of the Scheme:

- (i) The scheme provides for tax benefits on the amount of subscription; and
- (ii) facility to withdraw of 20% of the pension amount before 60 years of age; and
- (iii) provision to withdraw 60% of the remainder amount on attaining the age of retirement and remaining 40% would be invested to earn monthly regular pension to the individual/family as the case may be.

22. Resignation and Termination of Service

- (1) A regular teacher may resign from his / her post by serving a notice of one month during the probation period and three months notice after confirmation of services or paying salary for that period in lieu of notice.
- (2) The University may terminate the services of a regular teacher by serving a notice of one month during the probation period for unsatisfactory performance and three months notice in case of permanent and confirmed teachers for any acts of indiscipline or insubordination or misconduct, or any other kind of financial, or immoral or unethical conduct, whatsoever. The University may also pay salary to the employee concerned in lieu of the notice period.

Explanation:

- (i) The payment of salary may also be made for part of the notice period to get relieve/to relieve a teacher before the expiry of the notice period.
- (ii) Salary in case of regular teacher shall be basic pay plus AGP without any allowances.

23. Regulation regarding Superannuation/Re-Employment of Teachers:

- 1. **Age of Superannuation:** The age of superannuation of a Regular Teacher shall be 65 years.

Provided that notwithstanding a teacher acquiring the age of superannuation during an academic session the service of such teacher shall continue till the end of that academic session.

2. Eligibility for Re-employment: A superannuated Professor in good health and mentally agile, with minimum 15 years of teaching experience in the University system or in comparable academic institution shall be eligible for re-employment.
3. Appointment against Vacant Post: The superannuated teacher shall be appointed only against the vacant post.
4. Selection Criteria and Procedure:
 - (i) In case of a Professor retiring from the University, the University administration may ascertain from the Professor retiring in next six month whether he/she is interested in re-employment.
 - (ii) Willingness may also be sought from Professor of eminence retiring from other University/Institution as per requirement of the University.
 - (iii) The CV of the Professor may be received by Committee of the following:
 1. Vice-Chancellor, Chairman
 2. Two Subject Experts nominated by the Vice-Chancellor from within/outside the University
 3. The Registrar
 - (iv) The Committee shall ascertain the teaching and research contribution of the Professor in the last five years of service and satisfy itself that Professor shall continue to make a positive contribution to the University, if re-employed.
 - (v) The service record of the superannuated teacher need to be highly satisfactory and he/she must be both morally and ethically sound.
 - (vi) The Professor shall be re-employed in the best interest of the University and when there is adequate work load available for assignment to teacher as per norms.
5. **Tenure of Re-Employment:**
 - (i) A re-employed teacher from other Universities/Institution shall be appointed for one year term at a time which may be extended upto 70 years of age on contractual basis.

- (ii) A teacher superannuating from RGNUL on re-employment shall be offered three year tenure in the first instance which may be further extended by another two years subject to attainment of 70 years of age.

6. Emoluments and Other Privileges:

- (i) A re-employed teacher shall be eligible to draw emoluments equivalent to the last pay drawn minus pension as a consolidated amount, which shall remain the same throughout the tenure of re-employment.
Provided if a teacher is not drawing pension or other retirement benefit his/her emoluments may be fixed on the basis of last pay drawn upon submission of declaration to that effect by the teacher.
- (ii) The institution may provide to the re-employed teachers campus housing on prevailing terms, if available, or compensate the teacher to the extent possible towards the house rent.
- (iii) A re-employed teacher shall be entitled to casual/special casual/duty leave at par with teaching faculty in regular service.
- (iv) The University shall provide all the essential academic facilities to the re-employed teachers.

7. Duties and Responsibilities:

A re-employed superannuated teacher shall be treated at par with regular teachers at the institution and shall have the following duties and responsibilities, with no additional financial liability of the University.

- (i) Academic work, like teaching courses, conducting examinations and research guidance;
- (ii) Conducting research and/or taking up sponsored research projects;
- (iii) Launching continuing education programmes in new and emerging areas;
- (iv) Organizing/Attending national/international Conferences/Seminars/Symposia/Workshops;
- (v) Undertaking knowledge/based advisory/consultancy assignments;
- (vi) Accepting invitations and delivering Guest Lectures at other institutions;
- (vii) Participation in academic/research Committees at the Institution and

elsewhere, when required.

- (viii) However, a re-employed superannuated teacher shall not be eligible for holding administrative or financial responsibilities at the University or elsewhere.

8. Review: The performance of the re-employed teacher may be reviewed periodically by the University. In case of unsatisfactory performance services may be terminated by the University by issuing one month notice.

Note: The existing Regulations 20 of Appointment of Teachers regarding Re-employment of teachers approved by Executive Council dated 13.03.2013 (Para 12) shall stand replaced by the above Regulations w.e.f. the date of Executive Council approving the above Regulations.

(Amendment approved by the EC-28 dated 30.01.2015 Para 05)

24. Exemption from passing the subject of Punjabi language examination

The teachers appointed at RGNUL are exempt from the requirement of passing examination of Punjabi language.

(Approved by the Executive Council at its meeting held on 13.03.2013 Para 9)

KNOWLEDGE EMPOWERS

PART-III – SECTION A-II

APPOINTMENT OF TEACHERS ON CONTRACT BASIS

1. **The teachers may be appointed on contractual basis as:**
 - (i) Professors
 - (ii) Associate Professors
 - (iii) Assistant Professors
2. The eligibility for appointment of teachers on contractual basis shall be the same as that of regular teachers.

Provided that in appropriate cases, the condition for the NET qualification may be relaxed, in case of teacher having consistently good academic record and requisite teaching potential.
3. The contractual teacher shall be paid a fixed salary (consolidated within the pay scale of respective post)* as under:

(i) UGC-NET/Ph.D. Qualified

		Credit for Previous Service at RGNUL per Academic Session
Professor	Basic Pay + AGP + DA as admissible at the time+ House Rent and Medical Allowance**	Rs. 1500/- per Academic Session
Associate Professor		Rs. 1300/- per Academic Session
Assistant Professor		Rs. 600/- per Academic Session

Non-UGC-NET/Non-Ph.D.

Assistant Professor	Basic Pay + AGP + 50% of the DA admissible at the time + House Rent and Medical Allowance**	Rs. 600/- per Academic Session
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Part-Time

Assistant Professor	Rs. 15,000/- per month	Rs. 400/- per Academic Session
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***[Approved by the Executive Council at its Meeting held on 06.01.2012 (Para 32)].**

*****House Rent and Medical Allowance shall be admissible to be teachers working on contractual basis as part of their consolidated salary on completion of one year satisfactory service at the University. The rates of House Rent and Medical Allowance shall be as per Punjab Government norms.***

(Approved by the Finance Committee (Para 1) and the Executive Council (Para 2) in their respective meetings held on 18.08.2012).

As approved by the Finance Committee/Executive Council at their respective meetings held on 08.06.2019 (Para 3(3)), House Rent @ 10% and Rural Area Allowance 6% shall be paid to RGNUL employees whether residing within or outside the Campus.

(ii) Incentives for M.Phil./Ph.D. and any other Higher Qualification for Assistant Professors

- (a) Two/Five increments may be admissible to those Assistant Professors who hold M.Phil./Ph.D. Degree respectively at the time of recruitment. Candidates with D.Phil./D.Litt./LL.D. shall be given benefit at par with Ph.D. (Amount of each shall be equivalent to the amount given in the table of Rule 3 (i)).
- (b) One/Three increments may be admissible to those Assistant Professors who have completed M.Phil./Ph.D. Degree respectively during service (Amount of each shall be equivalent to the amount given in the table of Rule 3 (i)).

((ii) Amendment approved by the Executive Council dated 11.03.2014 Para 2).

4. Tenure of Contractual Appointment

The tenure of a teacher appointed on contract basis shall be for a period of five years. The teacher shall be allowed to continue on satisfactory performance during the probation period in the first year. In case performance of the teacher is not found satisfactory in the first year, contract shall be deemed to have terminated.

5. Composition of the Selection Committee etc.

The composition of the Selection Committees, the Scrutiny of Application, Screening Criteria, and Selection Procedure for Appointment of Contractual Teachers shall be the same as that of regular teachers provided in these regulations.

Provided that in case of emergent need the Vice-Chancellor may make appointments of Professors, Associate Professors and Assistant Professors temporarily for a fixed period not exceeding the current Academic Session or till the appointment is made through the proper procedure whichever is earlier, on consolidated salary in the relevant grade through an Selection Committee consisting of:

1. Vice-Chancellor
2. Registrar
3. One Expert from outside (to be nominated by the Vice-Chancellor)

Note: Proviso to Regulation 5 inserted vide decision of Executive Council on 17.06.2011.

6. Resignation and Termination of Service

- (1) A contractual teacher may resign from his/her post by serving a notice of one month or depositing salary for that period.

Provided, the Vice-Chancellor may waive the notice period or part thereof on the request of the employee.

(Approved by the Executive Council at its meeting held on 15.03.2012 Para 2(ix)).

- (2) The University may terminate the service of a contractual teacher by serving a notice of one month or paying salary for that period.

Explanation:

- (i) Salary in case of contractual teacher will mean consolidated salary being paid to the teacher.
- (ii) Salary in lieu of notice may also be paid for part of the notice period.

(Approved by the Executive Council at its meeting held on 26.03.2010 Para 4).

7. Exemption from passing the subject of Punjabi language examination

The teachers appointed at RGNUL are exempt from the requirement of passing examination of Punjabi language.

(Approved by the Executive Council at its meeting held on 13.03.2013 Para 9)

8. RGNUL adopted the scheme of Employees Provident Fund and Miscellaneous Provisions Act, 1952 and the schemes framed there under for the Teaching/Non-Teaching Employees employed on contract basis and consolidated salary and daily wagers as well.

(Approved by the Executive Council meeting dated 23.09.2011 Para 3).



PART-III – SECTION A-III

LEAVE RULES FOR PERMANENT TEACHING STAFF

1. CASUAL LEAVE

- (1) Fifteen (15) casual leaves shall be available to a regular teacher in an academic year, that is, between 1 July to 30 June.
- (2) Casual leave cannot be combined with any other kind of leave except with the special casual leave. It may, however, be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.
- (3) Not more than six days casual leaves shall be availed by a teacher at a time excluding Sundays/holidays.

2. SPECIAL CASUAL LEAVE

- (1) Special casual leave, not exceeding Five (5) days in an academic year, may be granted to a teacher:
 - (a) To conduct examination of a University / Public Service Commission / Board of Examination or other similar Bodies / Institutions; and
 - (b) To inspect academic institutions attached to a Statutory Body, etc.

Note:

- (i) In computing the Five (5) days leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
- (ii) 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.

3. DUTY LEAVE:

- (i) Duty leave upto 30 days in an academic year may be granted for the following purposes:
 - a) Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminar, as a

- delegate nominated by the university or with the permission of the university/college;
- 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/Principal of the College;
 - c) Working in another Indian or foreign university, any other agency, institution or organisation, when so deputed by the university/College;
 - d) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other similar academic body; and
 - e) For performing any other duty assigned to him/her by the university/college.
- (ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
 - (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.
 - (iv) Duty leave may be combined with earned leave, half pay leave or extraordinary leave, or Casual leave.
 - (v) Duty leave should be given also for attending meetings in the UGC, DST, etc. where a teacher is invited to share his/her expertise with an academic body, government agency or NGO.

4. STUDY LEAVE:

- (i) The scheme of Study Leave provides an opportunity to avail of scholarships/fellowships awarded to the faculty who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend (by whatever nomenclature called), for pursuing further studies, leading to a Ph.D./Post- doctoral qualification or for undertaking a research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the recipient's

pay/salary paid to him/her by his /her parent institution. The awardee shall be paid salary for the entire duration of fellowship/scholarship, provided, that he/she does not take up any other remunerative jobs, like teaching, in the host country.

- (ii) A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or an ad-hoc teaching and research assignment with an honorarium or any other form of assistance, other than the regular employment in an institution either in India or abroad, provided, that the Executive Council/Syndicate of his/her parent institution may, if it so desires, sanction study leave on reduced pay and allowances to the extent of any receipt in this regard, in-lieu of teaching etc., which may be determined by his/her employer.
- (iii) The study leave shall be granted to an entry-level appointee as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sport/College DPE&S (other than as Associate Professor or Professor of a University/College/Institution, who is otherwise eligible for sabbatical leave) after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the University/College/Institution or to make a special study of the various aspects of University organisation and methods of education, giving full plan of the work.
- (iv) The study leave shall be granted by the Executive Council/Syndicate on the recommendation of the Head of the Department concerned. The leave shall not be granted for more than three years in one spell, save in exceptional cases, in which the Executive Council/Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University/College/Institution.
- (v) The 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.
- (vi) The study leave shall be granted not more than twice during one's entire career. However, the maximum period of study leave admissible during the entire service shall not exceed five years.

- (vii) The study leave may be granted more than once, provided, that not less than five years have elapsed after the teacher/returned to duty on completion of the earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of study leave.
- (viii) 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/Syndicate, in the event 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/Syndicate to treat the period of short-fall as Extra-Ordinary leave has been obtained.
- (ix) Subject to the maximum period of absence from duty, on leave not exceeding three years, the study leave may be combined with the earned leave, half-pay leave, extra-ordinary leave of vacation provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. When the study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation. A teacher, who is selected to a higher post during the study leave, shall be placed in that position and shall get the higher scale only after joining the post.
- (x) The period of study leave shall count as service for purpose of the retirement benefits (pension/contributory provident fund), provided that the teacher rejoins the University/College/Institution on the expiry of his/her study leave, and serve the institution for the period for which the Bond has been executed.
- (xi) The study leave granted to a teacher shall be deemed to have been cancelled in case it is not availed of within 12 months of its sanction, provided, that where the study leave granted has been so cancelled. The teacher may apply again for such leave.
- (xii) A teacher availing himself/herself of the study leave, shall undertake that he/she shall serve the University/College/Institution for a continuous period of at least three years to be calculated from the date of his/her resuming duty on the expiry of the study leave.

(xiii) A teacher -

- (a) who is unable to complete his/her studies within the period of study leave granted to him/her or
- (b) who fails to rejoin the services of the University on the expiry of his/her study leave or
- (c) who rejoins the service of the university but leaves the service without completing the prescribed period of service after rejoining the service or
- (d) who, within the said period, is dismissed or removed from the service by the University shall be liable to refund, to the University/College/ Institution, the amount of the leave salary and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study.

Explanation:

If a teacher asks for extension of the study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he/she shall be deemed to have failed to rejoin the service on the expiry of his/her leave for the purpose of recovery of dues under these Regulations.

Notwithstanding the above provision, the Executive Council/Syndicate may order that nothing in these Regulations shall apply to a teacher who, within three years of return to duty from study leave is permitted to retire from service on medical grounds, provided further that the Executive Council/Syndicate may, in any other exceptional case, waive or reduce, for reasons to be recorded the amount refundable by a teacher under these Regulations.

- (xiv) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the University/College/Institution, binding himself/herself for the due fulfillment of the conditions laid down in paragraph (x) to (xiii) above and give security of immovable property to the satisfaction of the Finance Officer/Treasurer 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/College/Institutions in accordance with paragraph (x) to (xiii) above.

- (xv) The teacher on study leave shall submit to the Registrar/Principal of his/her parent University/College/Institution six-monthly reports of progress in his/her studies from his/her supervisor or the Head of the institution. Such report shall reach the Registrar/Principal within one month of the expiry of every six months of the period of the study leave. If the report does not reach the Registrar/Principal within the specified time, the payment of leave salary may be deferred till the receipt of such report.
- (xvi) The teacher on leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/monograph/academic paper produced during the period of the study leave shall be put in the public domain, preferably on the website of the University/College/Institution.
- (xvii) With a view to enhancing the knowledge and skills of the faculty members, especially the junior faculty, at the level of Assistant Professor, the Heads of universities/Colleges/Institutions and their subordinate Departments are enjoined to be generous in the award of study leave in the interest of faculty improvement, thereby impacting the academic standards of the University/College/Institution in the long run.

5. SABBATICAL LEAVE

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

- (iv) A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than the regular employment in an institution of advanced studies, *provided* that in such cases the Executive Council/Syndicate may, if it so desires, sanction the sabbatical leave on reduced pay and allowances.
- (v) During the period of sabbatical leave, the teacher 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.

(Clause 3-5 Amendment approved by the Executive Council in its meeting held on 24.08.2018 Para 4).

6. EARNED LEAVE

- (1) Earned leave admissible to a teacher shall be:
- (a) 1/30th of actual service including vacation; plus
 - (b) 1/3rd of the period, if any, during which he/she is required to perform duty during vacation.

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

- (2) Earned leave at the credit of a teacher shall not accumulate beyond 300 days in the whole tenure of services. 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 with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

Note: (i) When a teacher combines vacation with the earned leave, the period of vacation shall be reckoned as leave in calculating the maximum days of leave on average pay which may be included in the particular period of leave.

- (ii) In case 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 exceed 120 days in the aggregate.

7. HALF-PAY LEAVE

Half-pay leave admissible to a permanent teacher shall be ten (10) days for each completed year of service. Such leave may be granted on the basis of a medical certificate from a University Medical Officer/ Registered medical practitioner holding MBBS or an equivalent degree shall be accepted or in other exceptional circumstance.

Note: A "completed year of service" means continuous service of a specified duration under the university and includes periods of absence from duty as well as leave including extraordinary leave.

8. COMMUTED LEAVE

Commutated leave not exceeding half the amount of half pay leave may be granted on medical certificate to a permanent teacher subject to the following conditions:

- (a) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due.
- (b) No commuted leave may be granted for the reasons to believe that the teacher will not return to duty on its expiry.
- (c) Where a teacher who has been granted commuted leave resigns from service or at his request is permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half-pay leave and the difference between the leave salary in respect of commuted leave and half-pay leave shall be recovered.

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

- (d) Commuted leave during the entire service of an employee shall be limited to a maximum of 240 days.

- (e) A teacher who availed of leave on medical certificate will not return to duty without first producing a medical certificate of fitness.

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

(Amendment approved by the Executive Council meeting dated 05.11.2015 Para 4)

9. EXTRAORDINARY LEAVE

- (1) A permanent teacher may be granted extraordinary leave when:
 - (a) No other leave is admissible; or
 - (b) The teacher applies in writing for the grant of extraordinary leave.
- (2) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not be counted for increment except in the following cases:
 - (a) Leave taken on the basis of medical grounds;
 - (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 natural calamity, provided the teacher has no other kind of leave to his credit;
 - (c) Leave taken for pursuing higher studies; and
 - (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.
- (3) 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 years except in cases where leave is taken on medical ground. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.
- (4) The authority empowered to grant leave, however, may commute retrospectively periods of absence without leave into extraordinary leave.

10. LEAVE NOT DUE

- (1) Leave not due, may, at the discretion of the Vice-Chancellor, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical ground. Such leave shall be debited against the half-pay leave earned by him/her subsequently.
- (2) 'Leave not due' shall not be granted unless the Vice-Chancellor is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
- (3) A teacher to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Executive Council.

Provided further that the Executive Council may, in any other exceptional case waive, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.

11. MATERNITY LEAVE

- (1) Maternity leave on full pay may be granted to a woman **employee** 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 medical certificate.
- (A) A Woman who legally adopts a child below the age of three months or a commissioning mother shall be entitled to maternity benefit for a period of twelve weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be
- (2) Maternity leave may be combined with extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

Provided Maternity leave shall be limited to the term of contract.

Provided further a woman employee shall not be deemed fit to join duty if at the time of her first joining, she is having pregnancy of Twelve (12) weeks.

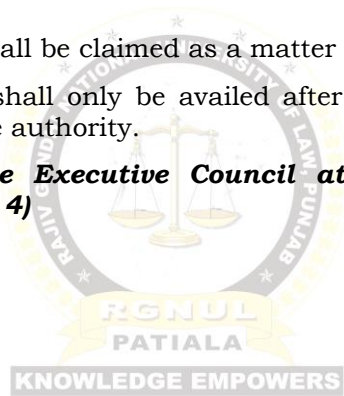
(Amendment approved by the Executive Council meeting dated 20.01.2018 Para 4)

12. PATERNITY LEAVE

Paternity leave of Ten (10) days may be granted to male teachers during the confinement of their wives, where provided, the limit is up to two children.

- 13.** (1) No leave shall be claimed as a matter of right.
(2) The leave shall only be availed after prior sanction from the appropriate authority.

(Approved by the Executive Council at its meeting held on 26.03.2010 Para 4)



PART-III – SECTION A-IV

**LEAVE RULES FOR TEACHING STAFF
APPOINTED ON CONTRACT BASIS**

1. CASUAL LEAVE

- (1) The teachers appointed on contract basis shall be entitled to Twelve (12) casual leaves in one calendar year starting from 1 July to 30 June. Where the term of appointment is less than a year, the leave entitlement shall be proportionate to the term.
- (2) Casual leave cannot be combined with any other kind of leave except special casual leave. It may, however, be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.
- (3) Not more than six days casual leaves shall be availed at a time excluding Sundays/holidays.

2. SPECIAL CASUAL LEAVE

- (1) Special casual leave, not exceeding Five (5) days in an academic year, may be granted to a teacher for official work assigned at any other institution for which due permission has been obtained from the University.

Note:

- (i) In computing the Five (5) days leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
- (ii) Special casual leave cannot be accumulated nor can it be combined with any other kind of leave except with casual leave. It may be granted in combination with holidays or vacation.

3. DUTY LEAVE

- (i) Duty leave upto 30 days in an academic year may be granted for the following purposes:
 - a) Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminar, as a

- delegate nominated by the university or with the permission of the university/college;
- 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/Principal of the College;
 - c) Working in another Indian or foreign university, any other agency, institution or organisation, when so deputed by the university/College;
 - d) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other similar academic body; and
 - e) For performing any other duty assigned to him/her by the university/college.
- (ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
 - (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.
 - (iv) Duty leave may be combined with earned leave, half pay leave or extraordinary leave, or Casual leave.
 - (v) Duty leave should be given also for attending meetings in the UGC, DST, etc. where a teacher is invited to share his/her expertise with an academic body, government agency or NGO.

4. EXTRAORDINARY LEAVE

- (1) A contractual teacher may be granted extraordinary leave when:
 - (a) No other leave is admissible; or
 - (b) The teacher applies in writing for the grant of extraordinary leave.
- (2) Extraordinary leave shall always be without pay. Extraordinary leave shall not count for increment except in the following cases:
 - (a) Leave taken on the basis of medical grounds;

- (b) Cases where the Vice-Chancellor is satisfied that the leave was taken due to the causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit;
 - (c) Leave taken for pursuing higher studies; and
 - (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.
- (3) 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 one year, except in cases where leave is taken on medical ground out of the total period of contract of five years.
- (4) The authority empowered to grant leave may however commute retrospectively periods of absence without leave into an extraordinary leave.

5. MATERNITY LEAVE

- (1) Maternity leave on full pay may be granted to a woman **employee** 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 medical certificate.
- (A) A Woman who legally adopts a child below the age of three months or a commissioning mother shall be entitled to maternity benefit for a period of twelve weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be
- (2) Maternity leave may be combined with extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

Provided Maternity leave shall be limited to the term of contract.

Provided further a woman employee shall not be deemed fit to join duty if at the time of her first joining, she is having pregnancy of Twelve (12) weeks.

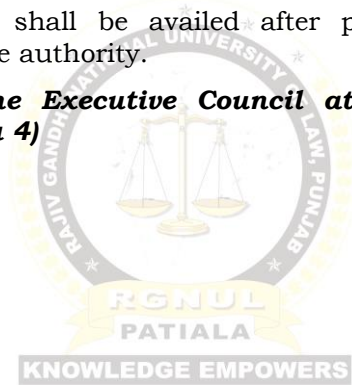
(Amendment approved by the Executive Council meeting dated 20.01.2018 Para 4)

6. PATERNITY LEAVE

Paternity leave of Ten (10) days may be granted to male teachers during the confinement of their wives, provided, the limit is up to two children.

- 7.** (1) No leave shall be claimed as a matter of right.
(2) The leave shall be availed after prior sanction from the appropriate authority.

(Approved by the Executive Council at its meeting held on 26.03.2010 Para 4)



Part-III Section A-V

**REGULATION FOR APPOINTMENT
PROFESSOR EMERITUS, DISTINGUISHED PROFESSOR
AND VISITING PROFESSOR**

*(Inserted by the decision of Executive Council
meeting dated 11.01.2025 (Para EC-17))*

DISTINGUISHED PROFESSORS:

1. Senior academicians, Senior industry Personnel who have made significant contribution in academics in a particular area and have held high academic positions like those of Vice Chancellor, Pro-Vice Chancellor, Directors of national level Institutes, Emeritus Professors of U.G.C., C.S.I.R., I.C.A.R., I.C.M.R. or any other National level body be invited by the university and designated as Distinguished Professors.
2. The Distinguished Professor shall be from outside the University.
3. The Proposal to invite the distinguished Professor may be initiated by the concerned school/department/centre. The invitation shall be extended with the approval of the Vice-chancellor of the university.
4. An Honorarium of 5000/- per lecture of one-hour duration may be paid to the distinguished professor or will revise as per UGC guidelines.
5. The distinguished professor can be invited for a single/ series of lectures.
6. The Honorarium shall be paid from University funds.
7. The travel and other expenses may also be paid in addition to the honorarium.

PROFESSOR EMERITUS:

1. Emeritus Professor is an honorary title, recognising distinguished academic service. It is a prestigious award and may be conferred upon fully retired Professors or Honorary Professors who meet the eligibility criteria as per UGC norms. Emeritus Fellowship provide an opportunity to the superannuated teachers who have been actively engaged in research and teaching programmes in the preceding years

- to undertake research, without any restriction of position or pay scales.
2. The eligibility will be based on the quality of research and published work contributed by the teacher in her/his service career. The awardee (superannuated) can work under this scheme with a well-defined time bound action plan up to the age of 70 years or upto two years (non-extendable) of the award whichever is earlier. No extension under the scheme is admissible and hence the proposal should be well defined with a time bound action plan so that it is completed within the prescribed tenure.
 3. Honorarium of Rs. 31,000/- p.m. for two years (non-extendable).
 4. Contingency grant (non-lapsable) of Rs. 50,000/- p.a. towards secretarial assistance, travel within the country connected with the research project, stationery, postage, consumables, books and journals and equipment. However, books, journals and equipment etc. procured out of the contingency grant will be the property of the university.
 5. Foreign visit in connection with the approved research work of the awardee will be limited to once in a year with the prior approval/no-objection of the University. This will be further subject to no financial liability on the part of University.
 6. The expenditure would be accounted for audit by the university department concerned like any other departmental expenditure. The Emeritus Fellow would be entitled to such other privileges including medical facilities as available to the university faculty members, but not housing.
 7. All kinds of leaves shall be approved at the level of the University.
 8. The Procedure of application, selection, joining, release of grant, and resignation shall be as per UGC Guidelines.

VISITING PROFESSORS:

1. A Visiting Professor should be an eminent scholar in her/his field. Generally, a person who has held or is holding the post of Professor or a person who has achieved distinction in research organisation/industry should be considered for appointment as Visiting Professor.

2. The maximum tenure of appointment of a Visiting Professor is two years and the minimum should not be less than three months. The university may appoint a person up to the age of 70 years as a Visiting Professor.
3. A Professor should not be appointed as a Visiting Professor in the same university in which he/ she holds a post immediately before or after superannuation.
4. If a superannuated person is appointed as a visiting professor, the honorarium would be as per UGC norms.
5. A person appointed as Visiting Professor from inside/outside the country shall be paid an honorarium as per UGC norms.
6. If a person working abroad on a permanent basis is invited as a Visiting Professor, the university may meet the cost of international air travel from its own resources. Visiting Professors appointed may be paid travel expenses within India in accordance with the rules of the university.
7. Guest House accommodation shall be provided free of charge by the university. However, food charges will be borne by the Visiting Professor.

KNOWLEDGE EMPOWERS

PART-III – SECTION B-I

**REGULATIONS FOR APPOINTMENT OF
NON-TEACHING STAFF ON CONTRACT/REGULAR BASIS**

1. APPOINTMENT

- (i) Appointment of Non-Teaching Staff shall be made in the respective pay scale of the post+grade pay* and DA** as admissible, on contract basis for one year in the first instance.
- (ii) Security Supervisor and Security Guard (Male/Female) shall be appointed on contract basis and shall be paid consolidated salary and provided Uniform to the Male and Female Security Guards seasonally, as per requirement of the University. The consolidated salary of the Security Supervisor and Security Guards are fixed/enhanced from time to time as under:

- | | | |
|----|-------------------------|------------------------|
| 1. | Security Supervisor | Rs. 15,000/- pm fixed* |
| 2. | Security Guard (Male) | Rs. 6600/- pm fixed* |
| 3. | Security Guard (Female) | Rs. 6600/- pm fixed* |

****(Fixed Remuneration as given above w.e.f. 01.07.2013, approved by the Executive Council at its meeting held on 30.07.2013 Para 23)***

Enhancement of the remuneration to the Security Guards from Rs. 6600/- to Rs. 8000/- per month consolidated. ***(As approved by the Executive Council/Finance Committee at their respective meetings held on 11.03.2014 Para 8 (14))***

Enhancement of emoluments of the Security Supervisor and Housekeeping Supervisor from Rs. 15000/- to Rs. 18000/- per month, who have been working at RGNUL on contract basis and on consolidated salary. ***(As approved by the Executive Council/Finance Committee at their respective meetings held on 08.07.2015 Para 5 (ii) (7))***

Enhancement of emoluments of the Security Guards from Rs. 8,000/- to Rs. 10,000/- per month, who have been working at RGNUL on contract basis and on consolidated salary. ***(As approved by the Executive Council/Finance Committee at their respective meetings held on 05.11.2015 Para 24 (3))***

Enhancement of emoluments of the Security Supervisor and Housekeeping Supervisor from Rs. 18000/- to Rs. 20000/- per month, who have been working at RGNUL on contract basis and on consolidated salary. ***(As approved by the Executive Council/Finance Committee at their respective meetings held on 09.02.2017 Para 3 (9))***

- Enhancement of emoluments of the Security Guards from Rs. 10000/- to Rs. 11000/- per month, who are working at RGNUL on contract basis and on consolidated salary w.e.f 01.04.2017. **(As approved by the Executive Council/Finance Committee at their respective meetings held on 09.02.2017 Para 3(10))**
- (iii) Appointment of House Keeping Supervisor on contract basis and consolidated salary of Rs. 15000/- per month w.e.f. 01.07.2012. Preference will be given to retired military personnel of the rank of JCO (Junior Commission Officer) /retired Subedar. **(As approved by the Executive Council at its meeting held on 01.11.2012 Par 3 (i)).**
- (iv) Appointment of House Keeping Workers will be on daily wages at RGNUL who will be paid DC rates as fixed by the DC Patiala. The salary of the workers is to be charged from the Budget Head "Providing of House Keeping Service"
- Enhancement of salary and employment of daily wages workers working at RGNUL, Punjab on daily wages is considered on contract basis and consolidated salary at Rs. 9000/- per month w.e.f. 01.04.2017. **(As approved by the Executive Council/Finance Committee at their respective Meetings held on 09.02.2017 Para 3 (11)).**
- (v) Enhancement of emoluments of Rs. 2000/- in the monthly salary of 93 persons including Security, Housekeeping and Horticulture Workers w.e.f. 01.08.2021 and annual increase of Rs. 500/- per month w.e.f. 01.04.2022. **(As approved by the Executive Council/Finance Committee meetings dated 20.09.2021 Para 25(2)(9)).**
- (vi) Enhancement of emoluments of Housekeeping Supervisor @ Rs. 2000/- per month from Rs. 20,000/- to Rs. 22,000/- pm who are working at RGNUL on contract basis and on consolidated salary w.e.f 01.08.2021. **(As approved by the Executive Council meeting 20.09.2021 Para 11).**
- (vii) Enhancement of emoluments of the Security Guards (male/female) @ Rs. 2000/- per month from Rs. 11000/- to Rs. 13000/- per month, who are working at RGNUL on contract basis and on consolidated salary w.e.f 01.08.2021. **(As approved by the Executive Council meeting 20.09.2021 Para 14).**
- (viii) Enhancement of emoluments of Housekeeping Workers (23) @ Rs. 2000/- per month working at RGNUL from Rs. 9000/- to Rs. 11000/- per month consolidated salary for a period of six months w.e.f. 01.08.2021. **(As approved by the Executive Council meeting dated 20.09.2021 Para 16).**
- (ix) Enhancement of emoluments of daily wages workers @ Rs. 2000/- working at RGNUL, Punjab on daily wages and consolidated salary of Rs. 10777/- for a period of six months w.e.f. 01.08.2021. **(As approved by the Executive Council meeting dated 20.09.2021 Para 16).**

- (x) Enhancement of salary of Security Staff and Other benefits:
- (i) The monthly gross salary of security personnel working for more than 6 years of service will be Rs. 15000/- per month on the basis of work and conduct report.
 - (ii) The security guards with less than 6 years of service will continue to get Rs. 13000/- per month till they complete 6 years of service.
 - (iii) Security supervisor will be paid Rs. 25000/- per month.
 - (iv) The annual increase of Rs. 500/- per annum, as decided earlier in July 2021, will remain unchanged.
 - (v) All the guards may be given a sick leave of 10 days per year on the recommendation of Medical Officer.
 - (vi) In case of accident leading to disability to perform the duty, a cap of one month paid leave will be adopted. This will be allowed only on the recommendation of Medical Officer of the University.
- (As approved by the Executive Council/Finance Committee meetings dated 22.03.2022 Para 2.7 (8))**
- (xi) Enhancement @ Rs. 2000/- each in the monthly salary of Security, Housekeeping staff and Horticulture Staff w.e.f. April 2025. **(As approved by the Finance Committee/Executive Council meetings dated 28.01.2025 Para 3 (FC-18).**

2. TENURE APPOINTMENT

The term of employment may be extended beyond first year by the Vice-Chancellor on satisfactory performance of the employee for consecutive term(s) of five-year, one term at a time.

Provided that if an employee is acquiring age of superannuation within the tenure of five years the term shall be restricted to the date of superannuation.

3. CONSOLIDATED SALARY OF NON-TEACHING STAFF

- (i) The Non-Teaching Staff appointed on contractual basis for a tenure, after satisfactorily completing one year of service, shall be paid consolidated salary in respective pay scale adopted by the University by including Dearness Allowance,** House Rent*** and Medical Allowance*** as paid by the Punjab Government to its employees from time to time.

Provided that whenever an employee, working with University on contract basis for a tenure, after completing one year of satisfactory service, gets

** Granting increase in DA to RGNUL Employees in Grade on the pattern of the Punjab Government

The Vice-Chancellor is authorized to grant increase in DA to RGNUL employees in grade on the pattern of the Punjab Government from time to time.

(Approved by the Executive Council at its meeting held on 14.03.2009 Para 6).

*** Approved by the Finance Committee (Para 1) and Executive Council (Para 2) in their respective meetings held on 18.08.2012

selected on another/higher post afresh, such employee shall be given a tenure appointment with consolidated salary + allowances (Dearness, House Rent and Medical) as permissible to the that post.

Provided further previous salary of such employee shall be protected in case consolidated salary of new post works out to be less than the previous post.

- (ii) As approved by the Finance Committee/Executive Council at their respective meetings held on 08.06.2019 (Para 3(3)), House Rent @ 10% and Rural Area Allowance 6% shall be paid to RGNUL employees whether residing within or outside the Campus.
- (iii) As approved by the Executive Council/Finance Committee at their respective meetings held on 20.06.2020 (Para 4 (8)) grant of interim relief @ 5% of the Basic Pay/Pension to the Non-teaching employees/ pensioners including Vice-Chancellor of RGNUL, Punjab on the pattern of Punjab Government w.e.f. 01.01.2017.²

4. REGULAR APPOINTMENT

A non-teaching employee serving the University on contract basis after his/her appointment through due selection process may be given regular appointment on satisfactory completion of total five years service at RGNUL as per prescribed procedure.

Explanation: In the total five years service an employee must have completed minimum two years of service on five years tenure given under the preceding rule 2 of these regulations.

5. PROCEDURE FOR REGULAR APPOINTMENT: There shall be:

- (i) The Branch Head shall scrutinize the service record of the applicant and shall prepare a report regarding
 - (a) Eligibility as per RGNUL Regulations
 - (b) Performance of duty and particularly report that there is no serious lapse/irregularity/indiscipline in the performance of duty.
- (ii) The Vice-Chancellor shall constitute a Screening Committee to make recommendations after reviewing the performance report of the eligible candidates.

² Punjab Government Notification No. 6/01/1995-1FP1/86 dated 16.02.2017.

- (iii) The Vice-Chancellor, if satisfied with the recommendations of the Screening Committee may put up the matter before the Executive Council for approval.
- (iv) The applications of the eligible candidate shall be scrutinized only once in a year.
- (v) Salary of the Regular employee shall be fixed in the respective pay scales of the post with admissible allowances after protecting the pay already being drawn under contract appointment at RGNUL.
- (vi) The non-teaching employee who is given regular appointment after serving on contract basis as per rule 3 above shall be deemed to have completed the condition of probation.

(Amendment approved by the Executive Council in its meeting held on 11.03.2014 Para 6)

6. ANNUAL INCREMENT

Annual increment of Non-Teaching Staff shall be given @ 3% of Basic Pay + Grade Pay on the pattern of Punjab Government after completion of one year satisfactory service. The increment shall become due on 1st day of the month in which employee completes a year of service. ***(Amendment approved by the Executive Council in its meeting held on 11.03.2014 Para 24).***

7. APPOINTING AUTHORITY

The Vice-Chancellor shall make appointment of Category A, B and C posts (Non-Teaching) on contract basis on the recommendations of a Selection Committee. ***(Amendment approved by the Executive Council in its meeting held on 30.10.2013 Para 2)***

8. COMPOSITION OF SELECTION COMMITTEE

Appointments on contractual basis and fixed salary/ regular basis in the respective pay scale of the post are to be made through following Selection Committee:

- (i) A Class Officers**
 - 1. The Vice-Chancellor
 - 2. The Registrar
 - 3. On Expert from Outside
- (ii) Class B and C**
 - 1. The Registrar

2. Nominee of the Vice-Chancellor
3. Deputy Registrar/ Assistant Registrar/ Superintendent /
In-charge of the concerned Branch

(Amendment approved by the Executive Council meeting dated 22.03.2022 Para 6)

9. AGE LIMIT FOR ENTRY

- (i) The age of person at the time of appointment to the service of the University shall ordinarily be not less than 18 (eighteen) years and not more than 40 (forty) years in respect of administrative and ministerial staff.
- (ii) The superannuated non-teaching persons may be employed selectively for a specified period keeping in view the need of the University, upto the age of 65 (sixty five) years. Outstanding and experienced person who is keeping good health, may further be employed upto 70 (seventy) years of age.

10. AGE OF RETIREMENT

Age of retirement of non-teaching employees is 60 (sixty) years. The employee shall retire on completion of 60 (sixty) years of age on the last day of the month in which he/she attains the age of 60 (sixty) years.

11. RELAXATION IN AGE AT THE TIME OF APPOINTMENT IN RESPECT OF ADMINISTRATIVE AND MINISTERIAL STAFF

There shall be relaxation in age for appointment to the University service as under:

- (1) The SC / ST / Backward Class / Persons with Disability / Physically Handicapped upto five years;
- (2) Ex-Servicemen to the extent of service rendered in the Armed Forces of the Union of India subject to the usual terms and conditions;
- (3) In case of women in the following categories upto 10 years;
 - (i) Widow;
 - (ii) Women who are legally separated from their husbands or have been divorced;
 - (iii) Women whose husbands have been ordered by Civil or Criminal Courts to pay maintenance to them;
 - (iv) Women who have because of their desertion, been living separately from their husbands for more than two years;
 - (v) Women whose husbands have re-married;

- (vi) Wives of the Defence Personnel killed in action or disabled while in service;
- (4) Self employed person having technical skills and practical experience in avocations or utilities required by the University shall be allowed a maximum of 10 (ten) years of relaxation in age, subject to the condition of physical fitness to perform that work efficiently.
- (5) The persons who have rendered service in any Government / Semi-Government / Autonomous Bodies / Other Public Undertakings, may be allowed relaxation in age upto the period of actual service rendered there;
- (6) The persons who have served RGNUL on adhoc / contractual / temporary basis shall be allowed relaxation in age of actual service at the University for the purpose of recruitment as regular/contractual including extension of contractual employment.

12. CHARACTER VERIFICATION

On appointment of an employee on contract basis, his / her antecedents and character are to be got verified from the competent authority.

13. RESERVATION POLICY FOR APPOINTMENT OF NON-TEACHING STAFF

- (i) RGNUL shall follow the reservation policy for appointment of non-teaching staff as provided in the *Punjab Scheduled Castes and Backward Classes (Reservation in Services) Act, 2006* (Punjab Act No. 12 of 2006).
- (ii) The reservation policy as provided in sub-rule (1) shall be implemented as per the instructions and roaster issued by the Punjab Government vide Memo No. S-1/13385-405 dated 27.10.2004.

Reservation in Teaching and Non-Teaching posts for Person with Benchmark Disabilities from 3% to 4% at RGNUL, as per Section 34 (1) of the Right to Persons with Disabilities Act, 2016.

(*Amendment approved by the Executive Council at its meeting dated 25.01.2018 para 5)

14. RESERVATION FOR THE ANCESTRAL RESIDENTS OF VILLAGE SIDHUWAL

- (i) The ancestral residents of Village Sidhuwal, Tehsil and District Patiala shall be entitled to 7 percent reservation of the filled up posts of category III and IV of non-teaching employees.
- (ii) The benefit of reservation shall not be admissible to persons/ families who have settled in the colonies of Village Sidhuwal.
- (iii) The employment shall be provided to the person who shall otherwise fulfill the minimum qualifications prescribed for the post.

Provided that not more than one member of a family shall be considered for employment under this category.

Explanation : For the purpose of this provisions 'member of a family' shall mean spouse, son, daughter and parents.

(Approved by the Executive Council at its meeting dated 30.10.2013 Para 10)

15. RESIGNATION AND TERMINATION OF SERVICE

- (i) (a) A contractual Non-Teaching employee may resign from his/her post by serving a notice of one month or depositing salary for that period.
(b) The regular non-Teaching employee may be terminated with one month notice for unsatisfactory performance or not good conduct during the probation period. After confirmation, the services may be terminated with three months' notice for any act of indiscipline or insubordination or misconduct or non-performance or any other kind of financial irregularity/ impropriety or immoral or unethical conduct, whatsoever.
Provided, the Vice-Chancellor may waive the notice period or part thereof on the request of the employee.
- (ii) The University may terminate the service of a contractual/regular employee by serving a notice of one month or by depositing one month salary in lieu of notice or salary for the remaining period of the notice during the probation period and after confirmation with three months' notice or in lieu of notice payment of three months' salary or the salary for the remaining period of notice.

Explanation:

(i) Salary in case of contractual/regular employee will mean salary being paid to the employee.

(ii) Salary in lieu of notice may also be paid for part of the notice period.

(Amendment approved by the Executive Council meeting dated 22.03.2022 Para 5)

- 16.** Notwithstanding anything mentioned in the aforesaid regulations, the Vice-Chancellor in emergent situations may make appointments of Category "A", Category "B" or Category "C" posts on contractual basis for a fixed period and consolidated salary within the pay scale of the post for the smooth functioning of the University.

(Approved by Executive Council at its meeting held on 26.03.2010 Para 4)

16a. Period of Probation and Confirmation

- (i) The minimum period of probation shall be one year and in case of unsatisfactory performance and conduct be extended for period of one year. The probation period will, in no case, be extended beyond two years from the date of appointment of the employee.
- (ii) The confirmation at the end of one year shall be on the performance and conduct evaluation report submitted by the competent authority on completion of probation period. The university will issue an order of confirmation to the incumbents within 45 days of completion of the probationary period after due process of verification of satisfactory performance.
- (iii) During the period of probation period the salary of the employee will be within respective pay scale plus admissible allowances.

(Inserted new provision by the decision of Executive Council meeting dated 22.03.2022 Para 5)

- 17. RGNUL adopted the scheme of Employees Provident Fund and Miscellaneous Provisions Act, 1952 and the schemes framed there under for the Teaching/Non-Teaching Employees employed on contract basis and consolidated salary and daily wagers as well.**

(Approved by the Executive Council meeting dated 23.09.2011 Para 3).

18. NEW PENSION SCHEME/DEFINED CONTRIBUTORY PENSION SCHEME

New Pension Scheme/Defined Contributory Pension Scheme for RGNUL Regular Teaching Staff/Regular Non-Teaching Staff.

Broad Features of the Scheme:

- (i) The scheme provides for tax benefits on the amount of subscription; and
- (ii) facility to withdraw of 20% of the pension amount before 60 years of age; and
- (iii) provision to withdraw 60% of the remainder amount on attaining the age of retirement and remaining 40% would be invested to earn monthly regular pension to the individual/family as the case may be.

[Approved by the Executive Council meeting dated 04.10.2012 (Para 2 (i))]

19. EXEMPTION FROM PASSING THE SUBJECT OF PUNJABI

In view of the National Stature of the University and need to have experienced and talented persons in the University, the employees of the University are exempted from the requirement of passing the subject of Punjabi for appointment.

(Approved by the Executive Council at its meeting held on 13.03.2013 Para 9).

20. PROCEDURE FOR PROMOTION OF NON-TEACHING POSTS

- (i) **Eligibility for Promotion as Senior Assistant on Regular Basis:** An employee working as Clerk at RGNUL may be considered for promotion to the post of Senior Assistant on completion of his/her at least three years of regular service at RGNUL.
- (ii) **Eligibility for Promotion as Office Superintendent on Regular Basis:** An employee must have minimum 10 (ten) years of experience as Clerk/Office Assistant/ Senior Assistant/Personal Assistant at any recognized educational

Institution/ University/RGNUL, out of which minimum five years experience as Senior Assistant at RGNUL is required.

Procedure for Promotion of Non-Teaching Posts

- (i) The Branch Head shall scrutinize the service record of the applicant and shall prepare a report regarding
 - (a) Eligibility as per RGNUL Regulations
 - (b) Performance of duty and particularly report that there is no serious lapse/irregularity/ indiscipline in the performance of duty.
- (ii) The Vice-Chancellor shall constitute a Screening Committee to make recommendations after reviewing the performance report of the eligible candidates.
- (iii) The Vice-Chancellor, if satisfied with the recommendations of the Screening Committee may put up the matter before the Executive Council for approval.
- (iv) The applications of the eligible candidate shall be scrutinized only once in a year.

(Clause 20 approved by the Executive Council in its meeting dated 11.03.2014 Para 7)

The following criteria for Promotion as Office Superintendent on Regular Basis is as under:

- (i) Recruitment to the posts of Superintendents in the University may be made by promotion on the basis of seniority-cum-merit among Senior Assistants.
- (ii) The Ratio between the sanctioned posts of Superintendent vis-a-vis Senior Assistants and Clerks (taken together) may be 1:10.
- (iii) The applications of Senior Assistants may be securitized and screened by the office and Screening Committee. The eligible candidates are required to appear in a written test which may include general awareness of basic laws, knowledge of Rules/Regulations, Statutes and Act of RGNUL and general awareness. Knowledge of the candidates may also be assessed with respect of drafting, preparation of notes and notings, writing of official letters, accounts/examination system computer application in office work and maintenance of office

record. The candidate should have proficiency in English writing.

- (iv) The duration of written test will be two hours. The test may be of 100 marks, without any weightage to interview.
- (v) The qualifying marks in written test will be 50 percent, for being eligible to be called for interview.
- (vi) Eligible and test qualified Senior Assistants may be interviewed by Selection Committee constituted by the Vice-Chancellor.
- (vii) Vacancies to be filled within the available quota may be determined by the Vice-Chancellor before the commencement of selection process, as per requirement.

(Approved by the Executive Council in its meeting held on 07.07.2018 Para 5)

21. PROMOTION FOR CLASS 'C' EMPLOYEES

1. The RGNUL class 'C' employees may be considered for promotion to class 'B' posts if the employee:
 - (1) Has prescribed academic qualification for the relevant class 'B' post.
 - (2) Has requisite capacity and capability to handle the work of class 'B' post.

Explanation: The RGNUL may hold a written and practical test to determine the capacity and capability of class 'C' employees for the relevant class 'B' post.

 - (3) Has not been involved in any act of indiscipline or misconduct during his/her term of service at RGNUL.
 - (4) Has served RGNUL on class 'C' post for minimum three years.
2. 10% of the cadre 'B' posts may be reserved for providing promotion opportunity to class 'C' employees.
3. RGNUL Reservation Policy shall be followed as per roster prepared for posts available for promotions.

4. Vacancies available for promotion to class 'C' employees are to be notified once in a year and applications shall be invited from the eligible class 'C' employees.
5.
 - (i) Selection shall be made by a Selection Committee constituted as per RGNUL regulations for selection of class 'B' employees.
 - (ii) Selection Committee shall take into consideration of performance of the class 'C' employees in the written/practical test and also the interview.
 - (iii) Selected employee shall be appointed on class 'B' post in the respective pay scale with the approval of the Executive Council.

(Approved by the Executive Council in its meeting held on 09.02.2017 Para 7)

22. CRITERIA FOR PROMOTION FOR NON-TEACHING STAFF

S. No.	Designation of the Post	Eligibility for the Post	Criteria for Promotion	Pay Scale and Grade of the Post
1.	System Analyst (Senior Scale)	The posts of System Analyst (Senior Scale) shall be filled on the basis of selection from amongst the System Analyst on the basis of seniority-cum-merit working in the University having at least five-year experience.	(i) Recruitment to the posts of System Analyst (Senior Scale) in the University may be made by promotion on the basis of seniority-cum-merit among System Analyst. (ii) The promotion shall be made on the recommendation of a Screening Committee to be appointed by the Vice-Chancellor. The applications of System Analysts shall be securitized and screened by the office and Screening Committee. (iii) The seniority alone will not be the criteria for promotion. Knowledge of the candidates may also be	15600-39100+GP-6600 (Step-II)

			assessed with respect to Administration of Computing facilities, networking, maintenance of Software (ERP), office automation, website maintenance etc. The candidate should have proficiency in English writing. (iv) The Vice-Chancellor, if satisfied with the recommendations of the Screening Committee may put up the matter before the Executive Council for approval. (v) Salary of the Regular employee shall be fixed in the respective pay scales of the post with admissible allowances after protecting the pay already being drawn at RGNUL.	
2.	Assistant Registrar	The posts of Assistant Registrar shall be filled on the basis of selection from amongst the Superintendents on the basis of seniority-cum-merit working in the University having at least five-year experience.	(i) Recruitment to the posts of Assistant Registrar in the University may be made by promotion on the basis of seniority-cum-merit among Superintendents. (ii) The promotion shall be made on the recommendation of a Screening Committee to be appointed by the Vice-Chancellor. The applications of Superintendents shall be securitized and screened by the office and Screening Committee. (iii) The seniority alone will not be the criteria for promotion. Knowledge of the	15600-39100+GP-5700

			candidates shall also be assessed with respect to drafting and preparation of office notes/notings and writing of official letters. The candidate should have proficiency in English writing. (iv) The Vice-Chancellor, if satisfied with the recommendations of the Screening Committee shall put up the matter before the Executive Council for approval. (v) Salary of the Regular employee shall be fixed in the respective pay scales of the post with admissible allowances after protecting the pay already being drawn at RGNUL.	
3.	Junior Engineer (Civil/Electrical/ Horticulture)	The posts of Junior Engineer (Civil/Electrical) shall be filled on the basis of selection from amongst the Junior Engineer (Civil/Electrical) on the basis of seniority-cum-merit working in the University having at least ten-year experience of regular service.	(i) Recruitment to the posts of Junior Engineer (Civil/Electrical/Horticulture) in the University may be made by promotion on the basis of seniority-cum-merit among Junior Engineer (Civil/Electrical /Horticulture). (ii) The promotion shall be made on the recommendation of a Screening Committee to be appointed by the Vice-Chancellor. The applications of Junior Engineer (Civil/Electrical/ Horticulture) shall be securitized and screened by the office and Screening Committee. (iii) The seniority alone will	15600-39100+GP 5400 (Initial Pay 21000) with designation of Assistant Engineer under CAS as per Punjab Government Rules.

			not be the criteria for promotion the candidates shall be assessed as per Punjab Government norms for promotion. (iv) The Vice-Chancellor, if satisfied with the recommendations of the Screening Committee shall put up the matter before the Executive Council for approval. (v) Salary of the Regular employee shall be fixed in the respective pay scales of the post with admissible allowances after protecting the pay already being drawn at RGNUL.	
4.	Technical Assistant	The posts of Technical Assistant (Senior Scale) shall be filled on the basis of selection from amongst the Technical Assistant on the basis of seniority-cum-merit working in the University having atleast five-year experience.	(i) Recruitment to the posts of Technical Assistant in the University may be made by promotion on the basis of seniority-cum-merit among Technical Assistant. (ii) The promotion shall be made on the recommendation of a Screening Committee to be appointed by the Vice-Chancellor. The applications of Technical Assistant shall be securitized and screened by the office and Screening Committee. (iii) The seniority alone will not be the criteria for promotion. Knowledge of the candidates may also be assessed with respect to Administration of Computing	10300-4800+GP-4800

			facilities, networking, maintenance of Software (ERP), office automation, website maintenance etc. The candidate should have proficiency in English writing. (iv) The Vice-Chancellor, if satisfied with the recommendations of the Screening Committee shall put up the matter before the Executive Council for approval. (v) Salary of the Regular employee shall be fixed in the respective pay scales of the post with admissible allowances after protecting the pay already being drawn at RGNUL.	
5.	Library Assistant (Senior Scale)	The posts of Library Assistant shall be filled on the basis of selection from amongst the Library Assistant on the basis of seniority-cum-merit working in the University having at least five-year experience of regular service.	(i) Recruitment to the posts of Library Assistant in the University shall be made by promotion on the basis of seniority-cum-merit among Library Assistant. (ii) The promotion shall be made on the recommendation of a Screening Committee to be appointed by the Vice-Chancellor. The applications of Library Assistant shall be securitized and screened by the office and Screening Committee. (iii) The seniority alone will not be the criteria for promotion. Knowledge of the candidates shall also be assessed with respect to	10300-4800+GP-4400 (Initial Pay 17420)

			Knowledge of Computer. The candidate should have proficiency in English writing. (iv) The Vice-Chancellor, if satisfied with the recommendations of the Screening Committee shall put up the matter before the Executive Council for approval. (v) Salary of the Regular employee shall be fixed in the respective pay scales of the post with admissible allowances after protecting the pay already being drawn at RGNUL.	
6.	Stenographer	The posts of Stenographer shall be filled on the basis of selection from amongst the Steno-Typist on the basis of seniority-cum-merit working in the University having at least three-year experience.	(i) Recruitment to the posts of Stenographer in the University may be made by promotion on the basis of seniority-cum-merit among Steno-Typist. (ii) The promotion shall be made on the recommendation of a Screening Committee to be appointed by the Vice-Chancellor. The applications of Steno-Typists shall be securitized and screened by the office and Screening Committee. (iii) The seniority alone will not be the criteria for promotion. The eligible candidates are required to qualify the written test with a minimum speed of 100 (hundred) word per minute in English Short-hand and the	10300-34800+GP 4400 (Initial Pay 17420)

			candidate should be able to transcribe the matter at the speed of 15 (fifteen) word per minute. The eligible and test qualified Steno-Typists may be interviewed by Selection Committee constituted by the Vice-Chancellor. (iv) The Vice-Chancellor, if satisfied with the recommendations of the Screening Committee shall put up the matter before the Executive Council for approval. (v) Salary of the Regular employee shall be fixed in the respective pay scales of the post with admissible allowances after protecting the pay already being drawn at RGNUL.	
7.	Head Mali	The posts of Head Mali shall be filled on the basis of selection from amongst the Head Mali on the basis of seniority-cum-merit working in the University having at least five-year experience of regular service.	(i) Recruitment to the posts of Head Mali in the University may be made by promotion on the basis of seniority-cum-merit among Head Mali. (ii) The promotion shall be made on the recommendation of a Screening Committee to be appointed by the Vice-Chancellor. The applications of Head Mali shall be securitized and screened by the office and Screening Committee. (iii) The seniority alone will not be the criteria for promotion. Knowledge of the candidates may also be	5910-20200+GP-1800 (Initial Pay 7100)

			assessed with respect to Knowledge of Computer. The candidate should have proficiency in English writing. (iv) The Vice-Chancellor, if satisfied with the recommendations of the Screening Committee shall put up the matter before the Executive Council for approval. (v) Salary of the Regular employee shall be fixed in the respective pay scales of the post with admissible allowances after protecting the pay already being drawn at RGNUL.	
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1. The Branch Head shall scrutinize the service record and applicable criteria of the applicant and shall prepare a report regarding.
 - (a) Eligibility as per RGNUL Regulations
 - (b) Performance of duty and particularly report that there is no serious laps/irregularity/indiscipline in the performance of duty.
2. The Vice-Chancellor shall constitute a Screening Committee to make recommendations after reviewing the performance report of the eligible candidates.
3. The Vice-Chancellor, if satisfied with the recommendations of the Screening Committee may put up the matter before the Executive Council for approval.
4. The applications of the eligible candidate shall be scrutinized only once in a year.

Further, It was resolved to authorize the Hon'ble Vice-Chancellor to take appropriate decision to complete other modalities in this regard and also consider any other category of employees who are left out in the scheme of above promotion policy.

(Approved by the Executive Council at its meeting held on 20.11.2020 Para 21)

23. PROMOTION

- (A) (i) The promotion process for the under mentioned posts is recommended as per the University Regulations and against the post(s) as per the Budget:
- (1) Clerk to Sr. Assistant
 - (2) Senior Assistant to Superintendent
 - (3) Superintendent to Assistant Registrar
 - (4) Steno to Stenographer
- (ii) The promotion is subject to the suitability of the candidate who will be selected on the basis of English Language and professional proficiency test. The candidate(s) scored minimum 50% marks will be eligible for interview for the promotion.
- (B) (i) **Adoption of rules of sister university:** With respect to the promotion to Library staff since the University do not have any existing provision for their promotion. Therefore the members of the Committee considering their representation for promotion proposed that the rules of Panjab University Chandigarh for promotion/placement as Assistant Librarian and the letter No. 6212-31/Estt. dated 14.05.2004, No. 12235-285/Estt. dated 13.05.2011 and No. 21851-2200/Estt. dated 18.11.2015 be adopted in letter and spirit by the appropriate University Bodies and make them part of RGNUL Regulations.
- (ii) With respect to the cases for Library Restorer the University don't have any existing provision for their placement. Therefore, considering their request for promotion, the Committee Members considered the representations and resolved that Punjab University Chandigarh letter No. 21851-2200/Estt. dated 16.11.2015 be adopted and make them part of RGNUL Regulations in its letter and spirit.
- (C) The University to maintain the service record and seniority/record of all the employees.

(Amendment approved by the Executive Council/Finance Committee meetings dated 29.12.2021 Para 22.9 (11))

24. RGNUL ADOPTED NEW PROVISION IN REGULATION-2022, APPOINTMENT ON COMPASSIONATE GROUND OF CHILDREN/DEPENDENTS OF THE UNIVERSITY EMPLOYEES DYING IN HARNESS

1. Preliminary

- 1) 'University' means the Rajiv Gandhi National University of Law, Punjab.
- 2) Recruitment on compassionate ground will be made to enable the penurious family of the deceased employee to tide over the sudden financial crisis and not just to provide employment.
- 3) Mere death of an employee shall not create any obligation of the University to provide employment to the family member of the deceased employee.
- 4) The University shall consider whether the family of the deceased employee is unable to tide over the financial crisis resulting from employee's death as per provisions contained in these Regulations.
- 5) Compassionate appointment shall be permissible to class 'B' and 'C' posts only.
- 6) Benefit of employment shall only be considered for dependents of deceased employee who had served the University for minimum three years on regular or contract employment against sanctioned /budgeted posts.
- 7) 'Dying in Harness' implies death of an employee during employment with the University. It shall not include employees serving the University after superannuation or re-employed employees.

- 8) Compassionate appointment of dependent shall not be considered, if a University employee dies after attaining the age of Superannuation.
- 9) Only one dependent family member shall be considered for employment at the University on Compassionate ground.
- 10) Dependent of a deceased employee can only be considered for employment against available vacant post as determined by the University for the purpose.
- 11) The applicant for compassionate appointment must be eligible and suitable in all respect as per University eligibility conditions for the post.

2. Order of Eligible Dependents to be considered for Compassionate Recruitment:

- (a) Spouse (Surviving wife or husband) ; or
- (b) Son (including adopted son); or
- (c) Married/Unmarried daughter (including adopted daughter); or
- (d) Widowed daughter ; or
- (e) Unmarried brother or Unmarried sister in case of unmarried deceased employee.

Provided that the appointment on compassionate grounds shall only be made on verification of dependency, indigent conditions of the dependents, qualification and eligibility for the post.

(Inserted new provision by the decision of Executive Council meeting dated 22.03.2022 Para 12)

3. Procedure for Appointment on Compassionate Ground:

1. Normal procedure prescribed for selection and appointment on the University posts shall not be applicable on compassionate appointments.
2. Dependent of an employee dying in harness shall apply in the prescribed application form within six months from the date of death of an employee along with documents listed in the application form.

3. Declaration in the form of affidavit about the correctness of the facts stated in the application.
4. Particulars and information provided by the applicant shall be scrutinized and verified by a Committee of the following:
 - (a) Registrar
 - (b) A senior faculty member and an officer of the University nominated by the Vice-Chancellor
5. Report of the Committee shall be considered by the Vice-Chancellor and matter may be put up before the Executive Council, if so recommended by the Vice-Chancellor, for appointment on compassionate ground.
6. Applicant may be appointed to a post on approval of the Executive Council.
7. University shall make endeavor to decide on appointment on the compassionate ground within one year of the death of an employee.

4. Considerations for Appointment of Compassionate Ground:

Among others, the committee shall consider the following circumstances of the deceased employee's family for appointment on the compassionate ground:-

- (a) The family is indigent and deserves immediate assistance for relief from financial destitution.
- (b) Dependents are in receipt of death gratuity, provident fund, family pension, insurance claims, etc., which will provide sufficient means of subsistence to the dependent family after the death of an employee.

Provided that mere receipt of these benefits shall not be a consideration in itself to deny compassionate appointment when such means are not otherwise sufficient to tide over penurious conditions in the family.

- (c) Assets and liabilities left by the deceased.
- (d) Number of dependents of the deceased, their age, and relationship.
- (e) Employed /earning members of the family capable of supporting the dependents of the deceased employee.
- (f) Applicant for compassionate appointment is eligible and suitable for the post in all respect under the provisions of recruitment Rules and Regulations of the University.

- (g) The Applicant has the required qualifications which are prescribed for the post.

Provided that relaxation may be given for appointment on class 'B' post for type/ written test/data entry (Computer) test requirement, with the condition to qualify the required test within the prescribed period. Failing which such employee can be dealt like other employees as per rules.

Provided further in consideration for compassionate appointment of a widow to class 'C' post, she may be exempted from possessing prescribed educational qualifications, if the duties can be satisfactorily performed without possessing such qualifications.

5. Compassionate Appointment when there is an Earning Member in the Family:

Compassionate appointments may be allowed when there is already an earning member in the family keeping in view special circumstances like number of dependents, assets and liabilities, earning member not supporting the family.

6. Compassionate Authority for Appointment on Compassionate Ground:

Compassionate appointment shall be approved by the Executive Council on the recommendation of the Vice Chancellor.

7. Relaxation of Time Limit for making application for Compassionate Appointment:-

Notwithstanding anything contained in regulation 3(2) above, in exceptional circumstances the Vice Chancellor may allow consideration of an application for appointment on compassionate ground beyond six months of the date of death of the University employee, if the circumstances of economic distress are still continuing in the deceased family.

8. Age Limit for Appointment on compassionate Ground

Lower age limit for appointment of a dependent of a deceased employee shall be not less than 18 years and this shall not be relaxed in any case. However, upper age limit may be relaxed in appropriate and deserving case. *(Inserted new provision by the decision of Executive Council meeting dated 22.03.2022 Para 12)*

9. Undertaking for maintaining other Dependent Members of the Deceased Family :

A person appointed on compassionate ground shall submit an undertaking to the University in the prescribed form to the effect that he/she will maintain the other dependent members of the family of the deceased employee and in case it is proved subsequently, at any time, that the family members are being neglected and are not being properly maintained by him/her, the compassionate appointment may be terminated after following the due process. (Inserted new provision by the decision of Executive Council meeting dated 22.03.2022 Para 12)

10. Nature of Appointment

Appointment on Compassionate ground may be made on regular or contract basis as determined by the Executive Council.

11. Effect of Re-marriage of Widow on Compassionate Appointment :

A widow or widowed daughter appointed on compassionate ground will be allowed to continue in service even after her re-marriage.

12. Compassionate appointment to Class 'B' Post when Deceased was Class 'C' Employee :

It will not be a bar to make compassionate appointment to Class 'B' post of dependent of Class 'C' employee dying in harness.

13. Reservation Rosters Applicable to Compassionate Appointments :

A person appointed on compassionate ground shall be adjusted in recruitment roster against appropriate category viz SC/ST/General depending upon category to which he/she belongs.

14. Terms and Conditions of Service of Compassionate Appointee:

All the terms and conditions of the service as prevalent on the date of appointment and as amended from time to time, shall be applicable and binding on compassionate appointee.

15. Compassionate Appointment on Incapacitation of University Employee:

Benefit of compassionate appointment may be considered for dependents of a permanently incapacitated employee of the University

who is unable to perform duties or earn livelihood, by applying provisions of these regulations *mutatis mutandis* in such case.

16. Interpretation:

In case of any doubt in interpretation of these regulations, the decision of the Vice Chancellor shall be final.

(Amendment approved by the Executive Council meeting dated 22.03.2022 Para 12)



PART-III – SECTION B-II

**PRESCRIBED QUALIFICATIONS OF DIFFERENT
NON-TEACHING POSTS**

(1) Medical Officer

- (a) The candidate should be M.B.B.S. with at least 2 (two) Years experience in a recognized hospital D.G.O. / M.D. shall, however, be preferred.
- (b) He/She should be registered with the State/Medical Council of India.

(2) Controller of Examination

Post-Graduate in any discipline from a recognized University. Preference will be given to those having LL.B./Ph.D. and teaching/administrative experience of atleast 10 years in University/Educational Institution.

(3) Superintendent (Rs. 15,600-39,100 with GP 5400)

A Post-Graduate with atleast 55% marks or equivalent in any discipline or Law Graduate from a recognized University, working as Senior Assistant/Superintendent in University/Educational Institution, having knowledge of Rules and Regulations of University Office Work, Computer/IT and Drafting in English. Total working experience of at least 15 years.

(4) Superintendent (Superannuated)

Retired from Educational Institution as Senior Assistant/Superintendent having experience of working in Examination, Establishment and Meetings etc.

Note: (3 & 4) inserted by the decision of the Executive Council dated 17.06.2011.

(5) Librarian

As per UGC norms or a qualified retired Librarian from a University / College can also be considered if he/she is below the age of 65 years.

(6) J.E. (Electrical)

Three year Diploma in Electrical Engineering or any other equivalent qualification recognized by the Government of Punjab with minimum 2 years experience of Electrical, relating to Building Construction.

(7) Work Supervisor

(1) Matric (2) Certificate Course for Civil Draftsman from ITI or any other recognized institution. Preference will be given to persons having Diploma in Civil Engineering. (3) Should be able to study drawing estimates, NIT etc. and get the work executed as per documents.

(8) Maintenance Engineer

Bachelor of Engineer in any discipline. Must have atleast 3-4 years working experience of Maintenance of Buildings, its Machinery and other Infrastructure. Candidate having experience of Maintenance of Educational Institutions shall be preferred.

(9) System Analyst

Master's Degree with minimum 55% marks in Computer Applications / Computer Science / Computer Engineer / Information Technology or equivalent.

Or

B.Tech./B.E. degree with minimum 55% marks in Computer Science / Computer Engineering / Information Technology.

Or

B.E. / B. Tech. with 55% marks in Electronic / Electronics and Instrumentation / Electronic Communication with 2 years experience in Computing in reputed organization.

(5-9 inserted by the decision of the Executive Council meeting dated 23.09.2011 Para 18)

(10) Nurse

- (a) The candidate should be Matriculate / Higher Secondary with atleast 3 (three) Years training from a recognised Nursing Institution.
- (b) Person with additional training in midwifery and well versed in the job of a pharmacist shall, however, be preferred.

(11) Project Co-ordinator (in the scale of Technical Assistant)

LL.B. First Class, preferably a practicing lawyer, having atleast 3 (three) Years experience in Law Courts, with an ability to co-ordinate student activities and projects. A candidate with computer skills shall, however, be preferred.

(12) Technical Assistant (Regulation Cell) s

M.A.,LL.B. candidate having proficiency in Computer and experience as Technical Assistant in an educational institution / university.

Or

B.A./B.A. (Hons.) with Diploma in Information Technology/Computer Applications and practical experience in various computer applications like MS Office/Excel/Power-Point etc. etc. Efficiency in Data Entry, Web-Designing etc. also required.

(13) Computer Lab Supervisor (in the grade of Technical Assistant)

M.Sc. (Computer Science) / M.Sc. (I.T.) / MIT having knowledge and experience of supervising Computer Lab, its establishment

and technical know-how. Candidate with experience of Computer Lab in an educational institution shall, however, be preferred.

Or

MCA from a recognized University with atleast 2 (two) Years experience as the Computer Lab Supervisor.

Or

A candidate with a Postgraduate Degree in any discipline with 10 (ten) years experience in an educational institution regarding supervision of Computer Lab Work.

(14) Computer Operator

Graduate with minimum of 50% marks with one year DCA/PGDCA from recognized University and 2 (two) Years experience or MCA/B.Tech. (Computer Science).

(15) Library Assistant

1. Second Class Master's Degree in any discipline.
2. Second Class B.Lib. Sci. / Post-graduate Diploma in Lib. Sci. Or an equivalent examination.

Preference will be given to those candidates having working knowledge of computer.

(16) Library Restorer

Matric / Higher Secondary (Second Division) / 10+2 / B.A. with Diploma in Library Science (Second Division).

(17) Stenographer

Candidate should have passed B.A. or Second Class Intermediate / Senior Secondary or 10+2 or First Class Matriculation of a recognized University / Board with a minimum speed of 100 (hundred) word per minute in English Short-hand. The candidate should be able to transcribe the matter at the speed of 15 (fifteen) word per minute Candidate should have atleast 3 (three) years experience as Steno-Typist / Stenographer and competent to work on Computer.

(18) Steno Typists

Candidate should have passed B.A. or Second Class Intermediate / Senior Secondary or 10+2 or First Class Matriculation of a recognized University / Board with a minimum speed of 80 (eighty) word per minute in English Short-hand. The candidate should be able to transcribe the matter at the speed of 15 (fifteen) word per minute.

(19) Field Assistant/Field Organiser (Change of designation of the post to Field Officer)

10+2 Examination or equivalent examination from a recognized Board, candidate having experience of working in field and capable of carrying out field duties. Candidate with atleast 5 (five) years experience in a Supervisory Job / Field Work in some other capacity shall be preferred.

Or

B.A. Examination from a recognized University or its equivalent examination. 2 (two) years experience in a supervisory job or field work.

Or

M.A. Examination from a recognized University or its equivalent examination with 1 (one) year experience in a supervisory job or field work.

(As approved by the Executive Council/Finance Committee at their respective meetings held on 09.02.2017 Para 3 (8))

(20) Property Incharge / Store Keeper

Matric (First Division) / 10+2 (Second Division) / B.A., having knowledge and experience of Storekeeper / Property Incharge.

Or

Matric / 10+2 / B.A., having atleast 10 (ten) Years experience in University/ Educational Institution / Army dealing with store.

Candidate with long experience in store will, however, be given preference.

(21) Supervisor House Keeping-cum-Clerk

Matric (First Division) / 10+2 with (Second Division), having knowledge of House Keeping and atleast 5 (five) Years experience as Supervisor in a Government / Semi-Government concern.

Or

Matric with sufficient knowledge of House Keeping and atleast 10 (ten) Years experience as Supervisor in a Government / Semi-Government concern.

(22) Senior Assistant

M.A. / M.Com / M.Sc. / MBA in any discipline or its equivalent qualification, having atleast 3 (three) years experience as Clerk / Assistant in an educational institution. He / She should also have working knowledge / efficiency in computer.

(23) Data Entry Clerk

1. Matric (First Division) / 10+2 (Second Division) / B.A. or equal qualification / PGDCA or M.A. in any subject.
2. Six months experience in computer application.
3. Word processing and Data Entry in English Type 40 (forty) words per minute and Punjabi type 30 (thirty) words per minutes will be examined through practical test.

(24) Clerk/Accounts Clerk

1. Matric (First Division) / 10+2 (Second Division) / B.A. or equivalent qualification.
2. 6000 (Six Thousand) Dipresion per hour English-Punjabi Computer Typing.

(Applicant fulfilling the above qualifications and having experience of accounts in an educational institute and computer application shall be preferred for the appointment as Accounts Clerk).

(25) Driver

Bus Driver: The candidate must have:

1. Heavy Vehicle Driving Licence issued by the Competent Authority.

2. Knowledge of Hindi / Punjabi is compulsory.
Matric / Higher Secondary and experience in driving will be preferred.

Driver Staff Car: The candidate must have:

1. Light Vehicle / Heavy Vehicle Driving Licence issued by the Competent Authority.
2. Knowledge of Hindi / Punjabi is compulsory.
Candidate with driving experience in educational institutions shall, however, be preferred.

(26) Conductor

1. Matric with Conductor's Licence
Candidate with experience will be preferred.

(27) General Attendant

Atleast Middle pass, having knowledge of Hindi / English / Punjabi.
Candidate having experience in Photostat work, Spiral Binding and Lamination shall be preferred.

(28) Peon

Applicant must have middle pass with Punjabi.

(29) Sweeper

Applicant should be energetic having 2 (two) Years experience in a Government/Semi Government Department and should not be more than 40 (forty) Years in age.

(30) Carpenter

Matriculate with Diploma in Carpentry from I.T.I.
Or
Matriculate with 7 (seven) years experience as Carpenter.

(31) Electrician

Matriculate with Diploma in Electrician from I.T.I.
Or
Matriculate with 7 (seven) years experience as Electrician.

(32) SDO Civil

B.E. Civil with minimum 2 (two) years experience in building Construction

(33) Junior Engineer Civil

Diploma in Civil Engineering or any other equivalent qualification recognized by the Govt. of Punjab with minimum 2 (two) years experience in Building Construction Work.

(34) Draftsman

Matric with Diploma in Civil Engineering from any recognized Institution and should be well conversant in estimating of buildings, roads, and Public Health Works. Preference will be given to candidates having experience of PWD (B&R) Public Health Works.

(35) Accountant

B.Com First Class and M.Com. atleast Second Class or Intermediate of cost of works accountants. The Candidates must have passed SAS Part-1 Examination.

(36) Pharmacist

Diploma in Pharmacy from a recognized Institution/University, after having passed 10+2 Examination with Second Division. Applicant having passed Dresser Course from a recognized Institution/University shall be preferred.

(37) Clerk-cum-Receptionist (Receptionist/Clerk)

Graduation from a recognized University. Required to have good communication skills and Fluency in English and Knowledge of Computer Application. Preference shall be given to a person who has experience of working in Educational Institutions; and has proficiency in computer typing.

6000 (Six Thousand) Depression per hour English-Punjabi Computer Typing.

[Approved by the Executive Council meeting dated 04.10.2012 Para 2(vi) (ii)]

(38) Laboratory Technician

The candidate should be Matriculate with Physics and Chemistry, having passed Lab Technician Course from a recognised Institution.

Candidate with experience of 5 years as Laboratory Assistant/Lab. Technician will be preferred.

(39) Peon-cum-Cook

Applicant must be Middle Pass (with Punjabi as one of the subject), with practical knowledge of Cooking.

(40) Peon-cum-Helper to Plumber

Applicant must be Matric Pass (with Punjabi as one of the subject), with National Trade Certificate in the Trade of Plumber from recognized Institution/Board.

(41) Photographer/Technical Assistant

Applicant must have B.A./B.Sc. or any other degree with 10 years experience in Photography/Computer Photography and designing in Adobe Photoshop Software.

With Punjabi of Matriculation level.

[38-41 – Approved by the Executive Council meeting dated 04.10.2012 Para 3(iv)]

(42) Daftri

1. Matric (First Division) / 10+2 (Second Division) or B.A. or its equivalent qualification, with Punjabi as one of the subject having passed at Matric level.
2. Applicant fulfilling the above qualifications and having knowledge of Computer and Office Record will be preferred

[Approved by the Executive Council meeting dated 10.01.2013 Para 12 (2)]

(43) Gardner/Mali

Middle Pass with Punjabi and Three years working experience as Mali.

OR

Minimum Seven years working experience as Mali with knowledge of Punjabi.

(Approved by the Executive Council meeting dated 31.01.2013 Para 4)

(44) Plumber

Matric Pass with National Trade Certificate in the Trade of Plumber from recognized Institution/Board. Applicant with experience of working in a Government/Educational Institution will be preferred.

(45) AC-cum-Refrigerator Mechanic

Matriculate with National Trade Certificate in the Trade of Refrigerator/Air Conditioning from recognized Institution/Board. Applicant with experience of working in a Government/Educational Institution will be preferred.

Or

Matriculate with minimum seven years experience of working as AC/Refrigerator Mechanic. Applicant with experience of working in a Government/Educational Institution will be preferred.

(46) STP Operator/Pump Operator

Middle pass, having working knowledge of operation of STP Plant/Pump. Educational qualification can be relaxed in the case of a suitable candidate having experience as STP-cum-Pump Operator in Government/Educational Institution.

(47) Assistant to Maintenance Engineer

10+2 from a recognized Board/University. Applicant with experience of House Keeping/experience of maintenance of different works in a Government/Educational Institution will be preferred.

(48) PA to Vice-Chancellor

Post-Graduate in any discipline with minimum five years experience of working as Personal Assistant in an Educational Institution/Government Department/University. Applicant having experience of Transcribing from Shorthand dictation in English

with practical command on Computer application will be preferred.

(49) Transport cum Liaison Officer

Graduate with experience in Management of Vehicles and having Liaison with various offices of the Government and other Organisation with respect to University affairs. Educational qualifications may be relaxed in the case of a suitable person having working experience of minimum five years in an Educational Institution.

(50) Restorer/Restorer-cum-Daftri

1. Matric (First Division) or higher qualification.
2. Applicant having experience of file work in an Educational Institution/University and working knowledge of maintenance of record of Accounts/Examination will be preferred.

(43-50 approved from the Executive Council in its meeting held on 30.07.2013 Para 3)

(51) Gym Trainer-cum-Gym Care Taker

10+2 examination passed from a recognised Board/University or higher educational qualification. Candidate needs to be Capable of Managing Gym and guiding students for Gym Activities independently. Applicant with physical fitness and achievement in Sports/Games will be preferred.

(52) Gym Attendant (Rs. 4900-10680+GP-1650)

10+2 examination passed from a recognized Board/University having passed D.P.Ed, B.P.Ed / Yoga Diploma/Degree. Candidate having knowledge of operation, maintenance and store keeping of Gym equipment's will be preferred. ***(Amendment approved by the Executive Council at its meeting held on 29.12.2021 Para 2)***

(53) Tractor Driver

1. With valid Driving Licence to drive Tractors and
2. Working efficiency in use of necessary equipments like Trolley and other agriculture tools to be used with tractor.

(54) Head Mali

At least Middle Pass with five years working experience as Mali.

OR

Minimum ten years working experience as Mali.

(55) Helper to Plumber

At least Matric Pass with National Trade Certificate in the Trade of Plumber from recognized Institution/Board. Applicant with experience of working in Govt./Educational Institution will be preferred.

Or

Minimum five years working experience as Helper to Plumber.

(56) Peon-cum-Attendant; Helper to Electrician; Peon-cum-Pantry Attendant; Peon-cum-Gatekeeper; Hostel Attendant/Attendant; Sewer Man; Helper to Sewer Man; Helper to Cook; Helper to AC-cum-Refrigerator; Helper to Carpenter and Chowkidar-cum-Peon

Applicant must have at least middle pass with two (2) years experience in relevant field.

(57) Finance Advisor

M.Com./CA/CW and having atleast 15 year's experience of working/handling finance at the Educational Institution/Govt. Offices preferably at the University level and the salary of the Finance Advisor shall be decided by the Selection Committee.

(Approved by the Executive Council/Finance Committee at their respective meetings held on 20.06.2020 Para 4 (15))

(58) Security Guard (Male/Female)

1. The male and female Security Guards should be below 40 years of age and having minimum academic qualification of 10+2.
2. The Ex-Serviceman male Security Guards should be preferably below the age of 50 years, with medical category 'SHAPE 1'. Preference may be given to the Ex-Servicemen who have been released from the service most recently.

(Approved by the Executive Council at its meeting held on 27.09.2017 Para 9)

(59) Legal Advisor cum Research Associate (Fixed salary Rs. 50,000/-)

LL.M./Post Graduate in concerned subject (55%), on the fixed salary of Rs. 50,000/- per month with at least One Year of Research/Project Experience will be essential. Experience of legal practice of at least 5 years preferably in educational/ service matters.

(60) Advisor-Forensic Laboratory (Consolidated salary of Rs. 50,000/-)

Should be an Academician/Professional in the field of Forensic Science with at least five years' experience teaching & Research/Lab work in recognized institutions. The candidate having Doctorate Degree will be preferred.

Having experience in Criminalistics and Forensic Science Laboratory. Collaborated with Central Forensic Science Laboratory.

(59-60 Approved by the Executive Council at its meeting held on 20.09.2021 Para 17)

(61) Registrar (Rs. 37400-67000+AGP 10000 + 5000 Special Allowance per month (UGC Pay Scale))

- i) The Registrar shall be an academician not below the rank of Professor of Law with minimum three year administrative experience in an Educational Institution.
- ii) **Desirable:** Experience of working at NLUs/ and other reputed institution will be preferred.

Qualifications:

A Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale. Consequent on change in designation of teachers vide this Ministry's letter No. 1-32/2006-U.II/I.I(1) dated 31st December, 2008, experience required for the posts of Registrars and equivalent shall be

- (i) At least 15 years' of experience as Assistant Professor in the AGP of Rs. 7000 and above or with 8 years' of service in the

AGP OF Rs. 8000 and above including as Associate Professor along with experience in educational administration. **or**

- (ii) Comparable experience in research establishment and/or other institutions of higher education, **or**

15 years of administration experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

(62) Finance Officer (Rs. 37400-67000+AGP 10000) (UGC Pay Scale)

M.Com/CA/CW/MBA (Finance)/LL.M Degree with at least 10 years' experience in administrative or supervisory capacity, not below the superintendent Grade-I or equivalent post in University/Institution of higher education/Government Office. Preference will be given to the candidates: (a) Having qualification in Commerce & Finance at Graduation/Post Graduation level. (b) Experience in Accounts/Establishment.

Qualifications:

A Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale. Consequent on change in designation of teachers vide this Ministry's letter No. 1-32/2006-U.II/I.I(1) dated 31st December, 2008, experience required for the posts of Registrars and equivalent shall be

- (i) At least 15 years' of experience as Assistant Professor in the AGP of Rs. 7000 and above or with 8 years' of service in the AGP OF Rs. 8000 and above including as Associate Professor along with experience in educational administration. **or**
(ii) Comparable experience in research establishment and/or other institutions of higher education, **or**

15 years of administration experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

(63) Deputy Librarian (Non-Academic) (Rs. 37400-67000+AGP 9000) UGC Pay Scale

- (i) A Master's Degree in Library Science / Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point-scale wherever the grading system is followed.
(ii) Eight years' experience as an Assistant University Librarian/College Librarian.

- (iii) Evidence of Innovative library services including integration of ICT in Library.
- (iv) A Ph.D. Degree in Library Science/Information Science/ Documentation Science/Archives and Manuscript-keeping/ computerization of library.

Desirable: Experience in NLUs/reputed Law School's Library will be given preference.

(64) Deputy Registrar (Rs. 15900-39100 with GP 7600) (UGC Pay Scale)

- (i) A Master's Degree (in Management and Law will be preferred) with at least 55% marks of equivalent grade of 'B' in UGC seven-scale point.
- (ii) 9 years of experience as Assistant Professor in the AGP of Rs. 6000/- and above with experience in educational administration or comparable experience in research establishment and/or other institutions of higher education.
- (iii) Or 5 years of administrative experience as Assistant Registrar or in an equivalent post.
- (iv) The person of proven experience and expertise in the field of Finance/Establishment/General Office Management in reputed Educational Institutions will be preferred.

Desirable: Experience in NLUs/Other reputed Institution Academic/Judiciary will be preferred.

(65) Administrative Officer (Rs. 15600-39100 with GP 7600)

Good academic record plus Master degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale (5% relaxation in marks for SC/ST category).

Desirable:

1. At least three years' experience in supervisory or equivalent cadre in a Group B post in a Government department/ University/ Educational or Research Institution/Teaching and/or Research experience along with proven administrative capabilities.
2. LL.B. or MBA or CA/ ICWA or MCA or M.Phil/ Ph.D Qualification.

(Approved by the EC dated 07.10.2022 Para 26)

(66) ³Coordinator Internship & Placement Officer (Rs. 60,000 consolidated) (Rs. 47800 level 8 as per 7th CPC)

Applicant must have a MBA with Law (LL.B./B.A. LL.B.) or LL.M. (55%) or equivalent grade from a recognized University in India. Previous experience in the field of Law will be given preference, and at least Two (02) years of experience in handling independent placement/internship activities for students/fresh graduates.

Relevant knowledge of market dynamics and potential recruiters in the field of law is must and must have a good knowledge of all the leading firms in the field of Law and shall be fluent (spoken and amp; written) in the English Language.

(67) Assistant Registrar (Rs. 15,600-39,100 with GP 5700)

- (i) Master's Degree (in Management and Law will be preferred) with at least 55% marks or equivalent grade of 'B' in UGC seven-scale point.
- (ii) At least 03 years of experience as Section Officer in the University Administration/Finance and Accounts/Purchase procedures/ Examination and Evaluation/Estate Management/Store Keeping/ Guest House Management/Hostel Management etc. preferably in Govt. Sector.

The person of proven experience and expertise in the field of Finance/Establishment/General Office Management in reputed Educational Institutions will be preferred.

(68) Superintendent (Rs. 15,600-39,100 with GP 5400)

A Post-Graduate with atleast 55% marks or equivalent in any discipline or Law Graduate from a recognized University, working as Senior Assistant/Superintendent in University/Educational Institution, having knowledge of Rules and Regulations of University Office Work, Computer/IT and Drafting in English. Total working experience of at least 15 years.

(69) Stenographer (English) (Rs. 10300-34800+GP 4400)

Candidate should be atleast a Graduate with English as a elective subject with a minimum speed of 100 (hundred) words per minute in

³ Amendment approved by the Executive Council in its meeting held on 07.10.2022 Para 26

English Short-hand. The candidate should be able to transcribe the matter at the speed of 15 (fifteen) word per minute Candidate should have atleast 3 (three) years' experience as Steno-Typist / Stenographer and competent to work on Computer. Fluency in English Language is essential.

(70) Assistant Accountant (Rs. 10300-34800+GP-3800)

B.Com First Class or M.Com at least Second Class or Intermediate of cost of works accountants. Preference may be given to the candidates who have passed SAS Part-1 Examination. **(Amendment approved by the EC dated 22.03.2022 Para 11).**

(71) Cook (Rs. 5910-20200+GP-1900)

Applicant must be Matric Pass with two years practical knowledge of Cooking in Government/Recognized Institution/etc.

(72) Forensic Science Lab Technician (Rs. 5910-20200+GP-1900)

The candidate should be atleast Matriculate with Physics and Chemistry, having passed Lab Technician Course from a recognized Institution. Candidate with experience of 5 years as Laboratory Assistant/Lab. Technician will be preferred.

(61-72 As approved by the Executive Council at its meeting held on 29.12.2021 Para 2)

73. Counsellor (Female)

Master's degree in Psychology with specialization in Clinical or Counseling Psychology. Ph.D. in Clinical or Counseling Psychology (preferred). Post Graduate Diploma in Clinical Psychology/Guidance and Counseling/ Industrial Psychology. Minimum of 2 years professional counseling experience in the field of psychology, preferably in educational and industrial field. Full time/part time considerable.

(As approved by the Executive Council in its meeting held on 07.10.2022 Para 5)

PART-III – SECTION B-III

**LEAVE RULES FOR NON-TEACHING STAFF
APPOINTED ON CONTRACT BASIS**

1. LEAVE RULES FOR NON-TEACHING STAFF ON CONTRACT BASIS

- (i) The Contractual Staff shall be entitled to Casual leave and leave without pay, to be sanctioned by the competent authority.
- (ii) No other leave than Casual leave and leave without pay shall be admissible to Contractual Staff.
- (iii) The Registrar shall be competent to sanction Casual leave.
- (iv) Leave without pay shall be sanctioned by the Vice-Chancellor on the recommendation of the Registrar.
- (v) The Contractual Staff shall be entitled to 12 (twelve) days casual leave in One Calendar Year, that is, 12 (twelve) months. Where the term of appointment is less than a year the leave entitlement shall be proportionate to the term.
- (vi) Casual leave shall not be granted for more than 6 (six) days at a time in continuity. Gazetted holiday including holiday on Saturday / Sunday can be availed as suffix / prefix with Casual leave.
- (vii) For officials on deputation, leave rules of the parent Institution shall apply.

2. MATERNITY LEAVE

- (1) Maternity leave on full pay may be granted to a woman **employee** 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 employee in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
- (A) A Woman who legally adopts a child below the age of three months or a commissioning mother shall be entitled to maternity benefit for a

period of twelve weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be.

- (2) Maternity leave may be combined with extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

Provided Maternity leave shall be limited to the term of contract.

Provided further a woman employee shall not be deemed fit to join duty if at the time of her first joining, she is having pregnancy of Twelve (12) weeks.

(Amendment approved by the Executive Council meeting dated 20.01.2018 Para 4)

3. PATERNITY LEAVE

Paternity leave of Ten (10) days may be granted to male non-teaching employee during the confinement of their wives, provided, the limit is up to two children.

- 4.** (1) No leave shall be claimed as a matter of right.
(2) The leave shall be availed after prior sanction from the appropriate authority.

PART-III – SECTION B-IV

**LEAVE RULES FOR NON-TEACHING STAFF
APPOINTED ON REGULAR/PERMANENT BASIS**

1. CASUAL LEAVE

- (i) The each employee shall be entitled to 15 (fifteen) days casual leave in One Calendar Year, that is, 12 (twelve) months. Where the term of appointment is less than a year the leave entitlement shall be proportionate to the term.
- (ii) Casual leave shall not be granted for more than 6 (six) days at a time in continuity. Gazetted holiday including holiday on Saturday / Sunday can be availed as suffix / prefix with Casual leave.
- (iii) Casual leave cannot be combined with any other kind of leave except special casual leave. It may, however, be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.
- (iv) For officials on deputation, leave rules of the parent Institution shall apply.

2. SPECIAL CASUAL LEAVE

Special casual leave, not exceeding five (5) days in calendar, may be granted to an employee for semi official work assigned at any other institution for which due permission has been obtained from the University.

Note:

- (i) In computing the Five (5) days leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
- (ii) Special casual leave cannot be accumulated nor can it be combined with any other kind of leave except with casual leave. It may be granted in combination with holidays or vacation.

3. EARNED LEAVE/PRIVILEGED LEAVE

Earned Leave/Privileged Leave to regular employees shall be given as under in one calendar year:

- I. During first 10 years' of service (including : 15 days contractual service at RGNUL after due selection)
- II. Next 10 year's of service : 20 days
- III. Beyond 20 year's of service : 30 days

Note: The period spent on duty shall include all kinds of leave except extraordinary leave, for the purpose of calculation of earned leave".

4. HALF PAY LEAVE/COMMUTED LEAVE

Half-pay leave admissible to a permanent employee shall be ten (10) days for each completed year of service. Such leave may be granted on the basis of a medical certificate from a University Medical Officer/ Registered medical practitioner holding MBBS or an equivalent degree shall be accepted or in other exceptional circumstance.

Note: A "completed year of service" means continuous service of a specified duration under the university and includes periods of absence from duty as well as leave including extraordinary leave.

Commutated leave not exceeding half the amount of half pay leave may be granted on medical certificate to a permanent employee subject to the following conditions:

- (a) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due.
- (b) No commuted leave may be granted under the reasons to believe that the employee will return to duty on its expiry.
- (c) Where an employee who has been granted commuted leave resigns from service or at his request is permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half-pay leave and the difference between the leave salary in respect of commuted leave and half-pay leave shall be recovered.

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

- (d) Commuted leave during the entire service of an employee shall be limited to a maximum of 240 days.
- (e) A employee who availed of leave on medical certificate will not return to duty without first producing a medical certificate of fitness.

Note: Commuted Leave may be granted at the request of the employee even when earned leave is due to him.

5. EXTRAORDINARY LEAVE (LEAVE WITHOUT PAY)

- (1) A Regular employee may be granted Extraordinary Leave when:
 - (a) No other leave is admissible; or
 - (b) The employee applies in writing for the grant of extraordinary leave
- (2) Extraordinary leave shall be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases:
 - (a) Leave taken on the basis of medical grounds;
 - (b) Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the employee, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the employee has no other kind of leave to his credit.
- (3) 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 shall not exceed one year except in cases where leave is taken on medical ground. The total period of absence from duty shall in no case exceed three years in the full working life of the individual.

- (4) The authority empowered to grant leave, however, may commute retrospectively periods of absence without leave into extraordinary leave.

6. MATERNITY LEAVE

- (1) Maternity leave on full pay may be granted to a woman **employee** 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 medical certificate.
- (A) A Woman who legally adopts a child below the age of three months or a commissioning mother shall be entitled to maternity benefit for a period of twelve weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be
- (2) Maternity leave may be combined with extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

Provided Maternity leave shall be limited to the term of contract.

Provided further a woman employee shall not be deemed fit to join duty if at the time of her first joining, she is having pregnancy of Twelve (12) weeks.

(Amendment approved by the Executive Council meeting dated 20.01.2018 Para 4)

7. PATERNITY LEAVE

Paternity leave of Ten (10) days may be granted to male non-teaching employee during the confinement of their wives, provided, the limit is up to two children.

- (1) No leave shall be claimed as a matter of right.
- (2) The leave shall be availed after prior sanction from the appropriate authority.

(Approved/Inserted by the Executive Council meeting dated 05.11.2015 Para 6)

8. **Adopt Letter No. 2/19/2016-2FPPC/563 dated 10.03.2019 issued by the Government of Punjab, Department of Finance (Finance Pension Policy & Coordination Branch), regarding Grant of Ex-Gratia to Employees of New Pension Scheme recruited on or after 01.01.2004.**

(Approved by the Executive Council at its meeting held on 08.06.2019 Para 7)

9. **Regulations regarding Ex-Gratia Grant and Payment of Leave Encashment (Annexure-2)**

(Approved by the Executive Council at its meeting held on 30.06.2017 Para 21)

(1) Title

These Regulations may be called Regulations for payment of Ex-Gratia Grant and Leave Encashment to the family of a deceased University employee who dies while in service.

- (2) The Punjab Govt. instructions and rules regarding payment of Ex-Gratia Grant and Leave Encashment to the family of a deceased University Employee may be adopted in to-to.

- (3) The ex-gratia grant will be payable to the members of the family of a deceased employee mentioned below in that order :-

- (i) Widow/husband;
- (ii) Dependent sons/daughters;
- (iii) Dependent father;
- (iv) Dependent mother;
- (v) Dependent brothers/sisters.

Note: In case of categories (ii) and (v) ad hoc ex-gratia grant will be admissible only if they were minors and unemployed at the time of employee's death, subject to submission of proof thereof to the satisfaction of the Registrar.

The information in regard to the deceased employee and his family would be obtained in the Proforma (Annexure) alongwith an affidavit duly attested and a reasonable proof of title to grant other facilities as the case may be.

PART-III – SECTION C
APPOINTMENTS OF DIFFERENT OFFICERS
OF THE UNIVERSITY

1. REGISTRAR

- (1) The appointment of Registrar shall be made on the recommendations of the following Selection Committee:
 - (i) Vice-Chancellor
 - (ii) Three Vice-Chancellor's/Directors of the Central/State/National Law Universities.
 - (iii) One Member of the Executive Council from its existing members.
- (2) The Vice-Chancellor shall send the recommendations of the Selection Committee to the Chancellor of RGNUL for approval.
- (3) The Registrar shall be appointed in the UGC pay scale of Professor. The Registrar shall be entitled to get special pay determined by the Executive Council not exceeding Rs. 10,000/- per month.

(Ref. Section 24 of the RGNUL Act and RGNUL Statutes 14)

2. MEDICAL OFFICER

- (1) In order to provide medical facilities at the University Health Centre, there may be:
 - (i) One Male Medical Officer;
 - (ii) One Female Medical Officer
 - (iii) One of the Medical Officers may be appointed incharge of the Health Centre by the Vice-Chancellor having due regard to her/his seniority. In the absence of the Incharge of the Health Centre, the other Medical Officer may be assigned the duty of Incharge by the Vice-Chancellor.
- (2) The Medical Officers may be appointed on contractual basis and fixed salary by the Vice-Chancellor. The appointment may be whole time or part time. The alternative working hours may be fixed for the Medical Officers to ensure availability of doctor for maximum time at the Health Centre.

- (3) The appointment of Medical Officer may be made through a duly constituted Selection Committee after following proper procedure.
 - (i) Vice-Chancellor
 - (ii) Registrar
 - (iii) One expert from the concerned field
 - (iv) One Faculty Member to be nominated by the Vice-Chancellor
- (4) The staff posted in the University Health Centre shall be under the administrative control of the Medical Officer, Incharge of the Health Centre under the overall supervision of the Registrar.
- (5) The Medical Officer shall manage and control the purchases of medicines and day to day unforeseen expenditure.

3. OFFICER ON SPECIAL DUTY

- (i) The University may have Officer(s) on Special Duty to assist in the administrative work of the University.
- (ii) The University may appoint Officer(s) on Special Duty against the vacant/sanctioned post(s) Salary/emoluments and other conditions of service of Officers on Special Duty so appointed shall be determined by the Executive Council on the basis of his/her experience and qualifications.

4. FINANCE OFFICER

- (i) The University may have one Finance Officer for looking after the work of the University Accounts including receipt of Grants from various quarters, that is, Punjab Government, University Grants Commission and any other quarter.
- (ii) The Finance Officer shall be overall incharge of the Accounts Wing of the University.
- (iii) He shall look after the overall financial status of the University, its Budget, Planning and Monitoring of Finances, its Audit from the Government and Chartered Accountant in the case of Grants received from Non-Government Agencies/Departments.
- (iv) In case of regular appointment of the Finance Officer under Section 23(4) of the RGNUL Act, the appointment shall be made through the duly constituted Selection Committee, or in the alternative, the Finance Officer may be appointed on contractual basis at a fixed salary by following the proper procedure. Preferably, the Finance

Officer should have experience of Accounts in University Administration or Punjab Government or other reputed organization.

- (v) He shall be a full time employee of the University working under the administrative control of the Registrar.

5. CONTROLLER OF EXAMINATION

- (i) The University may appoint Controller of Examinations to co-ordinate and supervise the Examination Work. Preferably Controller of Examination should have academic background and understanding of various facets of examination work of the professional courses. The Controller of Examination may also be assigned any other academic work. A teacher may also be assigned the duty of Controller of Examination as an additional charge.
- (ii) The Controller of Examination shall supervise the Examination Branch in order to carry out conduct of examination work, secrecy, setting of papers, printing of quotation papers, evaluation, declaration of results and other related work.
- (iii) The Officials/Officers posted in the Examination Wing of the University shall work under the supervision of the Controller of Examination and overall Administrative Control of the Registrar.
- (iv) The Controller of Examination may also look after various other matters relating to Mid-Semester Examination, Project Work and Seminars etc. etc. The Controller of Examination shall ensure the conduct and evaluation of examination work as per the University Regulations and schedule.
- (v) He shall coordinate with the University authority regarding conduct of annual convocation and award of degrees, prizes, medals, distinctions, etc. etc., to the eligible candidates.

6. STUDENTS WELFARE OFFICER

- (i) There may be One Students' Welfare Officer. The Vice-Chancellor may appoint a Students' Welfare Officer preferably from amongst the teachers, with additional charge or a whole time officer with academic background.
- (ii) He/She will work under the Administrative Control of the Registrar.

- (iii) He shall coordinate with the University authorities regarding students' problems, complaints/discipline at the Campus and at the Hostels.

7. HOSTEL WARDEN

- (i) There may be one Warden each for the Boys and Girls Hostels, separately.
- (ii) The Warden shall look after the hostel residents and other work of the Hostels. He shall also supervise the Mess of the concerned Hostel and other related matters.
- (iii) The Vice-Chancellor may assign the duties of Hostel Warden to any teacher, as an additional charge. A Hostel Warden may also be appointed as whole time employee.
- (iv) The Warden may be provided accommodation by the University.
- (v) The work of allotment of rooms, change of rooms and any other problems of students residing in the Hostel shall be looked after by the Warden. The Warden shall work under the Administrative Control of the Registrar.
- (vi) The Warden shall ensure immediate medical assistance whenever required to the residents of the Hostel. He shall take other necessary actions as per the circumstances of the case. The serious matter shall be reported to the University authorities without any delay.

(Ref. Approved by Executive Council at its meeting held on 30.10.2009 Para 8)



PART-IV

Regulations Regarding Courses

Sec. A	114	RGNUL Faculty and Departments
Sec. B	115	B.A.LL.B. (Hons.) Five Year Integrated Course
	141	Annx. Cumulative Grade Point Average (CGPA)
Sec. C	145	LL.M. (One Year) Post-Graduate Course
Sec. D	158	Appointment of Amanuensis
Sec. E	158	RGNUL Ph.D. Regulations, 2017
		Pre-Ph.D. Course Work RPE (Annexure)
Sec. F	190	Post-Doctoral Research (LL.D.)
Sec. G	204	Award of Junior Research Fellowships in Law and Social Sciences with Law
Sec. H	212	Research Associate & Research Assistant
Sec. I	213	Regulations Regarding Students Exchange Programme both with Indian and Foreign Universities/ Schools of Law
Sec. J	219	Regulations regarding LL.M. (Executive) Programme
Sec. K	226	Regulations regarding MBA (Law Hons.) Intensive Programme
Sec. L	234	Regulations For Certificate/Diploma Courses

PART- IV

REGULATIONS REGARDING COURSES

SECTION-A

1. RGNUL FACULTY AND DEPARTMENTS

The RGNUL shall have following faculties

1. Faculty of Law
2. Faculty of Languages
3. Faculty of Social Sciences

(Academic Council recommendations dated 11.07.2009 Para 2).

2. There shall be following Departments to run Graduate, Post-Graduate and Ph.D. Courses (in Law and Ph.D. in Social Sciences with Law) at RGNUL

1. Department of Law
2. Department of Economics
3. Department of English
4. Department of History
5. Department of Political Science
6. Department of Sociology

(Approved by the Executive Council at its meeting held on 30.10.2009 Para 17).

PART-IV – SECTION-B

**REGULATIONS AND SCHEME OF STUDIES FOR
B.A.LL.B. (HONS.) FIVE YEAR INTEGRATED COURSE**

1. ELIGIBILITY

- 1.1 No candidate shall be eligible for enrollment in the B.A.LL.B. (Hons.) Five Years Integrated Course of the University unless he/she has passed the Plus Two (+2) Examination conducted by the Punjab School Education Board (PSEB) or an examination considered equivalent by the University thereto with a minimum of **forty five per cent (45%) marks for General Category** and **forty per cent (40%) for SC/ST categories.**

(Amendment approved by the Executive Council at its meeting dated 11.03.2014 Para 9).

Note: ***Eligibility conditions for admission to the Under-Graduate and Post-Graduate courses of law shall be at par with those laid down by CLAT from time to time. (Approved by the EC dated 13.03.2013 Para 10)***

2. INTAKE AND RESERVATION

The intake capacity of B.A.LL.B. (Hons.) Five Year Integrated Course shall be One Hundred and Eighty (180) ***(Approved by BCI letter No. 1083/2014/LEMgt dated 21.07.2014)*** with following breakup:

	Category	Seats
(a)	General Category	One Hundred Thirty Three (133)
(b)	Schedule Castes (15%)	Twenty Seven (27)
(c)	Schedule Tribes (7½%)	Fourteen (14)
(d)	**Persons with Disability (5%)	Nine (09) ⁴

⁴ *****Amendment approved by the Executive Council at its meeting held on 27.09.2017 (Para 17) and to provide relaxation in upper age upto 5 years for persons with bench mark disabilities***

- | | | |
|-----|--|----------------------------|
| (e) | Foreign Nationals | Five (05) |
| (f) | Punjab Residents (10%) | Eighteen (18) |
| (g) | Ancestral Resident of Village Sidhuwal, Dist. Patiala (This seat shall be additional to 18 seats for Residents of Punjab under Horizontal Reservation)⁶ | One (01) ⁵ |
| (h) | NRI Students | Five (05)* |
| (i) | BC Category | Two (02) ⁷ |
| | <i>(RGNUL Adopted Punjab Govt. Notification No. 1/12/2017-RC-1/1046042/1-5 dated 17.08.2017 for 10% reservation for Backward Classes (BC) for admission to B.A.LL.B. (Hons.) out of the Punjab Residents Quota from the Academic Year 2022-23)</i> | |
| (j) | Economically Weaker Sections (EWS) | Eighteen (18) ⁸ |
| | <i>(RGNUL Adopted BCI Order dated 29.07.2019 for reservation 10% seats for Economically Weaker Sections over and above its annual permitted strength from the Academic Year 2022-23)</i> | |

Note: **(1) Kashmiri Migrants:** 5% extra seats for the wards of Kashmiri Migrants for admission to Under-Graduate and Post-Graduate Courses of Law from the Academic Session 2012-2013 and the candidate admitted against these seats shall be required to pass the CLAT examination and admission made on the basis of merit in CLAT **[Approved by the Executive Council meeting dated 15.03.2012 Para 2(x)].**

Concession for the wards of Kashmiri Migrants for admission

- (i) Relaxation in cut-off percentage upto 10% is permissible to such students subject to minimum eligibility requirement i.e. upto 35% in 10+2 Exam
- (ii) Reservation of at least one seat in merit quota
(Approved by the Executive Council/Academic Council at their respective meetings held on 08.07.2015 and 06.07.2015 Para 5(5))

(2) Supernumerary Quota for J&K: Two seats each under supernumerary quota for admission to Under-Graduate and Post-

as per statutory requirement of Section 32 (1) & (2) of the Rights of Persons with Disabilities Act, 2016.

- ⁵ Reservation of a Seat in B.A.,LL.B. (Hons.) Course for ancestral resident of Village Sidhuwal:
 - (1) One seat in B.A.,LL.B. (Hons.) Course shall be reserved for ancestral resident of Village Sidhuwal, Tehsil and District Patiala.
 - (2) The benefit of this reservation shall not be allowed to the persons who have settled in the colonies of Village Sidhuwal.
 - (3) The candidate must otherwise be eligible for admission and qualified the CLAT.
 - (4) Inter-se priority shall be determined as per merit of the CLAT and rules thereof.
- ⁶ Executive Council Decision 30.10.2009 Para (36).
- ⁷ Approved by the Executive Council meeting dated 08.07.2015 Para 11
- ⁷ As approved by the Executive Council meeting dated 29.12.2021 Para 14.
- ⁸ As approved by the Executive Council meeting dated 29.12.2021 Para 15.

Graduate Courses of Law for the students from Jammu & Kashmir on the basis of inter se merit of this category from CLAT qualified candidate under UGC special scholarship scheme for students from Jammu & Kashmir to cover Tuition Fee, Hostel Fee, Cost of Books and other Incidental Charges. **[Approved by the Executive Council meeting 01.11.2012 Para 3(ii) (i) & (ii)]**

(3) NRI Seats in B.A.LL.B. (Hons.) Course - *Five (05) additional seats for NRI candidates only for B.A.LL.B. (Hons.) Five Year Course to be admitted independently of CLAT⁹ w.e.f. the Academic Session 2015-16. The fee structure of these candidates shall be the same as of foreign national category. **[Approved by the AC/EC meeting dated 16.05.2014 Para 5]**

Five additional seats shall be offered in the Under-Graduate Course B.A.LL.B. (Hons.) FYIC only for Non Resident Indians, (NRI's). The NRI sponsored candidates shall not be eligible for admission under this category.

- (i) The term Non Resident Indian (NRI), shall be as per the Income Tax Law of India. However, notwithstanding any amendment in such laws, all rights, obligations and duties flowing from the Law and subsisting at the time of submission of the application shall be respected and mandated till completion of the B.A.LL.B.(Hons.) Course at RGNUL by the applicant.
- (ii) Non Resident Indian (NRI) shall also include their spouses, dependents, sons/daughters inclusive of legally adopted children. Save as provided above NRI sponsored (popularly termed as "NRI SPONSORED CANDIDATES") shall not be eligible for admission at RGNUL, Patiala.
- (iii) In addition to other requirements, the NRI candidates are required to submit the following documents :
 - (a) NRI Certificate issued by the Indian embassy in the concerned country.
 - (b) Copy of the Passport of Parent working abroad/ Copy of the work Permit/License to work of parent/copy of resident Permit of Parent/Letter from employer of the parent.
 - (c) English Translation of all documents & transcripts duly attested.
 - (d) Undertaking of Parent for financial support to the candidate including and payment of fee as prescribed for NRI category, by RGNUL.

⁹ Substituted for 'through CLAT merit' by General Council meeting dated 30.01.2015 Para 5.

[Approved by the Executive Council meeting dated 08.07.2015 Para 6]

3. MEDIUM OF INSTRUCTION AND EXAMINATION

The medium of instruction and examination shall be English.

4. SCHEME OF STUDY

4.1 The curriculum of all the Ten Semesters of the B.A.LL.B. (Hons.) Five Years Integrated Course (FYIC) shall be as prescribed in the prospectus issued for the respective session.

4.2 In the first to sixth semesters there shall be six (6) subjects. Each Subject shall comprise of:

- (i) Theory
- (ii) Seminar Presentation
- (iii) Projects and
- (iv) Attendance

The theory examination shall be as Mid-Term Examination and End-Term Examination of 20 and 40 marks respectively.

- (v) Environment Studies shall be taught as a compulsory subject in B.A.LL.B. (Hons.) Course.¹⁰
- (vi) Disaster Management course shall be taught as compulsory subject in B.A.LL.B. (Hons.) Course.¹¹

Students may be allowed to clear/pass the paper till the end of his degree course and student shall not be awarded degree unless he has cleared/passed the said paper. However, the marks/grades of the additional paper shall not be counted in his CGPA.

4.3 In the Seventh to Tenth Semester that shall be specialised optional groups. In each group there shall be two compulsory papers common to all groups and three theory papers on the specialised subjects. The scheme of study shall be as under:

Paper – I Paper – II	Compulsory Papers	100 Marks of Each paper
Paper – III Paper – IV	Specialization Papers	100 Marks of Each paper

¹⁰ As approved by the Executive Council/ Academic Council in their respective meetings held on 27.09.2017 Para 6 (6).

¹¹ As approved by the Executive Council/ Academic Council in their respective meetings held on 20.01.2018 Para 2 (4).

Paper – V		
Paper – VI	Project Report and Moot Court Work	100 Marks

Break up for Evaluation of each paper shall be as under:

(1)	End Semester Written Examination	80 Marks
(2)	Mid-Term Written Examination	20 Marks
(3)	Project Work (A) Project Report (B) Viva Voce (C) Moot Court Memorial (D) Moot Oral Presentation (i) Understanding of the Facts = (05 Marks) (ii) Knowledge of Law = (05 Marks) (iii) Command over Language = (05 Marks) (iv) Demeanour and Court Mannerism = (05 Marks) (v) Response to the Court Questions = (05 Marks)	30 Marks 20 Marks 25 Marks 25 Marks

4.4 Subjects of Study (B.A.LL.B. Hons.)

The subjects of study of B.A.LL.B. (Hons.) shall be as prescribed in the prospectus of the respective Academic Session.

Note: The Specialised group(s) shall be offered subject to view the availability of teaching resources and minimum number of students opting for the same.

5. CLASS ATTENDANCE

- 5.1 Every student shall be required to attend minimum 70% (As per BCI Rule) lectures in each subject during the semester.
- 5.2 If any student falls short of attendance he/she shall not be allowed to appear in the end semester examination.
- 5.3 Additionally, as prescribed by BCI, the Moot (Internal/External) exercise/Mediation/Conciliation/tutorial/Client/practical and other outreach activities to be included as verified by concerned Authority/Teachers/Incharge provided the student has attended at least 65% of the classes.

Note: Assessment internship to be added as practical training.

- 5.4 (i) In case of serious ailments when a student is admitted as an in-patient in a clinic/hospital or otherwise confined to bed the number of classes missed will be deducted from the total classes held and attendance shall be calculated accordingly.

Provided such student must have actually attended at least 50% of the lectures delivered to that class without the aforesaid relaxation.

(ii) The students are required to submit their medical certificate, issued by a qualified doctor who administered the treatment, immediately on joining University after their illness/confinement, to be duly countersigned by the University Medical Officer.

(iii) Subsequent submission of medical certificate shall not be considered for medical leave.

- 5.5 The Vice-Chancellor shall constitute a Condonation Committee to recommend condonation/ addition of attendance as per rules.

- 5.6 Deleted.

- 5.7 Subject to the provisions in rules 5.3 and 5.4 above, a student with less than 65% per cent of attendance shall not be allowed to appear in the End-Term Examination.

Provided that the Vice-Chancellor may consider extreme cases of hardship on the recommendations of the Condonation Committee referred to rule 5.5 and allow a student to appear in the examination. Cases so allowed are to be put before the Executive Council at its next meeting for information.

- 5.8 In case of late admission the attendance shall be counted as under:

- (i) From the date of admission for the first year class.
- (ii) For other classes a student shall be deemed to have been admitted from the scheduled date of commencement of classes or one week of the date when he/she becomes eligible for admission, whichever is later, irrespective of date of deposit of fee.

Notes:

- (i) In exceptional genuine cases, where the hospitalization is not necessary, the Committee will accept Medical Certificate from a qualified Medical Practitioner and the same must be endorsed by the Medical Officer of the University.
- (ii) The decision of the Committee on the acceptance or otherwise of the Medical Certificate produced by the student shall be final.
- (iv) In case it is found that any medical certificate submitted is false disciplinary action shall be initiated.

(Amendment approved by the Executive Council/Academic Council in their respective meetings held on 21.05.2024/16.05.2024 para 3(AC-15).

5A. PATTERN OF CURRICULUM AND QUESTION PAPERS

The Vice-Chancellor was of the opinion that our University should modify the existing pattern of number of modules and also the pattern of the question papers. After due discussion, the matter was decided as under for further approval from the University bodies.

(1) The curriculum of each paper shall be divided into four modules.

(2) Each paper shall have following components:

- | | | | |
|-----|-------|-------------------------------------|----|
| (a) | (i) | End Term Examination | 40 |
| | (ii) | Mid Term Examination | 20 |
| | (iii) | Project | 35 |
| | (iv) | Attendance and Class room behaviour | 05 |
- 02 marks attentiveness and interaction in the class and general behaviour and 03 marks for attendance as under:

96-100%	05 marks
91-95%	04 marks
86-90%	03 marks
81-82%	02 marks
76-80%	01 marks

(Amendment approved by the AC/EC meetings dated 04.07.2025/05.07.2025 (Para EC-4(AC-7))

- | | | |
|-----|--|--------------------------|
| (b) | Break up of Project marks shall be as under: | |
| | (i) | Written Submission |
| | (ii) | Viva-Voce |
| | (iii) | Power Point Presentation |
- | | |
|--|----------|
| | 15 Marks |
| | 10 Marks |
| | 10 Marks |

- Note:**
- (i) The project topic shall be given individually to each student. The project report shall be hand written. The seminar shall be through Power Point presentation.
 - (ii) The evaluation of projects, presentation and viva-voce shall be conducted by the internal/external evaluator appointed by the Vice-Chancellor.
 - (iii) The student shall submit project reports for the subject papers I-III before the mid-term examination and for the papers IV to VI before the end-term examination of a semester, on or before the dates notified by the University.

(Amendment approved by the Academic Council/Executive Council at their respective meetings dated 30.01.2015 Para 4)

(3) The question paper pattern for the End Term Examination shall be as under:

- (i) In all there shall be Five Sections in a question paper.
- (ii) Section A shall be compulsory, comprising 4 questions, out of all four modules.
- (ii) Sections B, C, D and E shall have two questions each, out of which student shall attempt one question from each Section.
- (iv) *Division of marks for End Term Examination shall be as under:*

- Section A	20 Marks
- Section B, C, D & E	15 Marks each
Total	80 Marks

Note: After evaluation secured Marks shall be calculated out of 40 marks proportionately.

(4) The question paper of the Mid Term Examination shall be of 3 Sections as under:

- (i) Section A shall have four compulsory questions from two modules
- (ii) Section B and C shall have two questions each from two different modules. The student will attempt one question from each Section.
- (iii) Division of marks shall be as under:
 - Section A 20 Marks
 - Section B and C 10 Marks each

Note: After evaluation secured marks shall be calculated out of 20 Marks proportionately.

(Inserted by the decision of the Academic Planning Board, Academic Council and Executive Council at the respective meetings on 11.06.2011, 14.06.2011 and 17.06.2011)

6. PROJECT ASSIGNMENTS FOR FIRST TO SIXTH SEMESTERS

- 6.1 Each subject prescribed in the course curriculum at the University shall have a Project Assignment carrying Thirty Five (35) marks in each semester.
- 6.1(a) A project topic shall be assigned to a group of 4-6 students.
- 6.2 A group shall submit joint Project Report for each subject to the Project Co-ordinator on the prescribed date.
- 6.3 After the assignment of the project topic, the students shall present within one week an outline of his/her project work to the teacher concerned.
- 6.4 The Project may comprise of 25-30 typed pages with 1.5 space on A4 size paper. It must include footnotes/end-notes/bibliography and it shall be bound (spiral or otherwise).
- 6.5 Each Project shall be evaluated through viva voce and presentation made by each student as individually per marks assigned in Regulation 5A above, preferably by one external and one internal examiner.
- 6.6 Evaluation shall be made on the following norms:

- (a) The contents; chapterization; and presentation of the Project,
 - (b) Continuous evaluation based on progress of the Project work
 - (c) The viva-voce and presentation
- 6.7 Projects submitted after the due date would be accepted only with a fine of Rs. 200/- (Rupees Two Hundred).
- 6.8 If the Project Report of the student resemble with the project report of some other student, action in this regard shall be taken in accordance with the regulation of the University.

Note: As amended through the decision of the Academic Planning Board, Academic Council and Executive Council at their respective meetings held on 11.06.2011, 14.06.2011 and 17.06.2011.

6 (A) Project Work in each theory paper of B.A.LL.B. (Hons.) IV Year (7th and 8th Semester), w.e.f. Academic Session 2017-18, as under:

1. A group of six students shall be allotted projects topic in all six paper of respective semester. The group project shall be of 60 pages approx. excluding bibliography, acknowledgement, Title page etc.
2. For a group project the marks of the written submission and power point presentation will be same for all group members and the marks of the Viva-Voce shall be awarded according to Individual performance.
3. The breakup of the marks (35 Marks) for the practical paper will be as under:

A.	Project Report	15 Marks
B.	Power Point Presentation	10 Marks
C.	Viva-Voce	10 Marks

4. In case a student wants to opt for an individual project it should consist of 10-15 pages. The marks of written submission, power point and viva voce will be awarded individually in this case.

5. The students are required to submit handwritten Rough draft (Chapterisation plan/Synopsis) of 2 pages and typed Final Projects. The date of the rough draft submission shall be notified by the concerned teacher. The rough draft has to be attached with the final draft.
6. The students are required to adhere to the RLR mode of citation. Which is available on <https://www.rgnul.ac.in/PDF/6ab5d512-208c-4a68-be1c-5a6fda5f857d.pdf>.
7. On the day of viva voce PPT of the project shall be submitted by the group/individual, as the case may be, and each student is required to make a individual presentation.
8. Plagiarism, if detected, in project submitted by the student will lead to disqualification in the project concerned.
9. No preponment or postponement would be entertained regarding submission of project and viva voce.
10. It is mandatory for the entire class to be present during the time of viva voce of the concerned subject. Attendance of all the students is compulsory and shall be taken by the concerned teacher.
11. The timings of the viva voce shall be as per the notified schedule. Students are required to strictly adhere to the timings of the viva voce.
12. General Rules for Projects applicable to 1st three years of B.A.LL.B. (Hons.) Course, not inconsistent with above, shall also apply to project work of 4th year.

(Approved by the Academic Council/Executive Council at their respective meetings held on 27.09.2017 Para 2 (2))

7. PROJECT VIVA AND SEMINAR PRESENTATIONS BY STUDENTS OF FIRST TO SIXTH SEMESTER

- 7.1 Each student is required to give viva-voce and one seminar presentation as part of project per subject in each semester.
- 7.2 There would be no re-scheduling of the project/viva/seminar dates for any student absenting himself/herself without any

reason. He/She shall not be given a second chance in the same semester and his/her result shall be declared as Re-appear [Internal Examination]

Provided that, if any student represents the University in some competition after due authorization, date of his/her project/viva/ seminar presentation may be rescheduled.

Provided further that, project/viva/seminar of a student who fails to appear due to serious illness or death of a near relative, as a special case, may be rescheduled on production of the medical certificate from the Medical Officer (MO) appointed by the University.

- 7.3 The list of seminar topics shall be given by the University which shall be further assigned to the students and in no circumstances the assigned topics shall be changed.
- 7.4 Paper reading by a student in the seminar presentation is not permitted. Only Power Point Presentation is permitted.

7A. Terms paper in the 4th year (7th & 8th Semester) of B.A.LL.B. (Hons.) Course w.e.f. of Academic Session 2017-18 as under:

1. A student among the top 30% in the academic merit in the class may be allowed to opt for term paper in lieu of optional theory subject from the scheme of study of 7th & 8th Semesters.
2. A student shall submit the Term Paper on or before the notified date in consultation and after approval of the supervisor.
3. Procedure for approval and allocation of term paper shall be as under:
 - a. A committee of teachers would be constituted as per their specialization group/subjects which would be approved by the Vice-Chancellor and Registrar.
 - b. The Vice-Chancellor would allot a Supervisor to the students from that group of specialization of the teachers.
 - c. The topic of the term paper is to be finalized in consultation with the supervisor.
4. The term paper shall comprise of minimum 60-80 typed pages (content part) with 1.5 line spacing, Times New Roman font, size

12 on A4 paper in the RLR form of references and shall include index/footnotes/ bibliography etc. and it shall be submitted in hard bound.

5. Two copies of the Term Paper alongwith soft copy shall be submitted to the University through the concerned supervisor along with a certificate by the Supervisor that the Term Paper has been written by the candidate under his/her supervision and guidance.¹²
6. The candidate shall also be required to submit a CD of the Term Paper alongwith the hard copy.
7. The schedule for the submission of the Term Paper shall as notified in the beginning of each semester.
8. The Term Paper shall be of 100 marks. The division of the marks are as follows:

1.	Evaluation of the term paper (by external/internal examiner other than the supervisor	60 marks
2.	A Committee of two internal examiners constituted by the Vice-Chancellor shall conduct the viva-voce examination ¹³	20 marks
3.	Internal awards by the supervisor for continuous evaluation	20 marks

9. A candidate is required to consult his/her Supervisor on regular basis.
10. Plagiarism if detected in term paper shall lead to disqualification.

(Approved by the Academic Council/Executive Council at their respective meetings held on 27.09.2017 Para 2 (3))

8. EXAMINATION

For each subject, the scheme of examination shall be as under:

8.1 Mid Semester Examination

¹² (7A (5) amendment approved by the Executive Council meeting dated 05.07.2025 (Para EC-4 (AC-11)).

¹³ (7A (8) amendment approved by the Executive Council meeting dated 05.07.2025 (Para EC-4 (AC-11)).

- 8.1.1 The Mid Semester written examinations shall be held in the months of September in the First Semester and in the month of March in the Second Semester of each Academic Year respectively. The duration of the Mid Semester examination shall be one and half hour.
- 8.1.2 The examination shall be conducted for each subject carrying maximum Forty (40) marks. The final marks secured by the student shall be divided by Two (2) for the purposes of final assessment.
- 8.1.3 The syllabi for the Mid-Semester Examination shall be notified by the concerned teacher at least one week before the examination.
- 8.1.4 Students may make a request to see their answer sheets of the Mid-Semester Examination and the same may be shown to them. The corrected answer sheets may be discussed by the teacher concerned with the students.
- 8.1.5 In case there is a clash between the dates of the Mid Semester Examination and the dates of any Moot Court / Sports Activities for which the student has been deputed to represent the University or student who is to appear for SSB/Central/State Services Interview/**on death of close blood relation (parents/grandparents, real brother or sister)** his/her marks in the main examination shall be proportionately calculated out of Sixty (60) marks in lieu of Forty (40) of the respective subject(s).

Note: That is marks secured in the end term examination are to be proportionally calculated by taking maximum marks of mid-term and end term examination together.

[Approved by the Executive Council meeting dated 04.10.2012 Para 2(ii) (ii)]

Provided further that the cases of serious illness/accident, on the recommendation of the Committee constituted by the Vice-Chancellor may also be covered under above provision, subject to the submission of application supported by of requisite medical proof immediately on joining after medical leave and informing the office prior to the commencement of examination/paper.

8.2 End-Semester Examination

- 8.2.1 There shall be a written examination at the end of each semester.
- 8.2.2 Each subject (Theory) shall carry maximum Eighty (80) marks. For final assessment, these Eighty (80) marks shall be divided by Two (2).
- 8.2.3 The pass percentage shall be 50% in Theory (Mid-Term and End-Term taken together in each subject) and Practical part (Seminar, Project and Attendance).
- 8.2.4 Candidate who fails in Theory part shall re-appear in Theory paper of Sixty (60) marks.
- 8.2.5 Candidate who fails to secure 50% marks in aggregate of practical parts shall appear in both Seminar and Project Assignment separately. Attendance marks will, however, be carried forward.

Further provided that a candidate of Seventh to Tenth Semester, who fails to secure minimum 50% marks in any part that is Project Report and Moot Court of Paper – VI, separately, shall reappear in that part only in which he/she fails to secure 50% marks, in the subsequent examination. The marks of the part in which he/she secures pass marks shall be carried forward.
- 8.2.6 A re-appear candidate shall have **Three Chances in total to pass a paper, one as a regular student and two as a re-appear candidate** failing which his/her result shall be declared as Fail and he/she will have to appear afresh in all the papers of that particular semester within the period prescribed in Regulation 18.6.

9. CONDUCT OF EXAMINATION

The examination (Mid-Term/End-Term) of the University shall be conducted under the supervision of the Co-ordinator of Examination, appointed by the Vice-Chancellor for each Semester Examination. The Co-ordinator so appointed shall appoint Invigilator to perform the examination duty. The Co-ordinator shall ensure that there should be one Invigilator upto 30 candidates appearing and so on. However, if

required, the non-teaching staff may also be assigned the examination duty by the Co-ordinator.

10. SCHEDULE FOR SUBMITTING EXAMINATION FORM AND FEE

The examination form with the prescribed fee and three (3) recent passport size photographs shall reach the Office of the Registrar / Examination Branch on or before the last date as under:

The examination form/fee for the First, Third, Fifth, Seventh and Ninth Semester shall be submitted as follows:

Date for Submission of the Examination Form (Without Late Fee)	15 October
Submission with Late Fee of Rs. 100/- (Rupees One Hundred)	31 October
Submission with Late Fee of Rs. 500/- (Rupees Five Hundred)	15 November

The examination form/fee for the Second, Fourth, Sixth, Eighth and Tenth Semester shall be submitted as under:

Date for Submission of Examination Form (Without Late Fee)	30 March
Submission with Late Fee of Rs. 100/- (Rupees One Hundred)	15 April
Submission with Late Fee of Rs. 500/- (Rupees Five Hundred)	30 April

The Teacher-in-charge will countersign the examination form of each student and satisfy the following requirements:

- 3.1 That he/she has been on the rolls of the University during the academic term preceding the semester examination; and
- 3.2 That he/she has attended not less than 85% lectures delivered to that class in each paper.

11. APPOINTMENT OF THE PAPER SETTERS

The Vice-Chancellor shall appoint Paper-setter(s) for every subject

12. EVALUATION OF ANSWER SHEETS

The evaluation of the Mid-Semester and the End-Semester examination shall be done by the Subject Teacher concerned or some other Internal/ External examiner appointed by the Vice-Chancellor.

13. DISPOSAL OF COMPLAINTS

- 13.1 In case of variation in percentage and in case of any complaint received in regard to the question paper, the Vice-Chancellor shall appoint a Moderation Committee. The term of the Moderation Committee will be for specific duration as decided by the Vice-Chancellor. The Moderation Committee shall comprise of the following:
- (a) Registrar (Chairman)
 - (b) Concerned Subject Teacher(s)
 - (c) Any Other Faculty Member(s) Nominated by the Vice-Chancellor
- 13.2 Complaints, if any, regarding any question paper shall not be entertained after twenty four (24) hours of the conduct of the respective paper. The complaint, if any, is to be submitted in writing to the Co-ordinator of Examination.
- 13.3 The Co-ordinator of Examinations shall then forward the complaint to the Registrar alongwith the comments of the concerned subject teacher within three (3) days of the receipt of the complaint. The Registrar shall then seek the comments of the paper setter, so appointed under Regulation 11, and shall place the report before the Moderation Committee for its recommendation.
- 13.4 In case of an extraordinary variation in percentage of the result in any subject(s), result may be put before the 'Moderation Committee'.
- 13.5 The Moderation Committee shall, upon examination of the report submitted under the provision of Regulation 13.3 and result variation under the provision of Regulation 13.4, shall make a recommendation to the Vice-Chancellor whose decision shall be final in this regard.

14. GRACE MARKS

- 14.1 1% of the total aggregate marks including the marks of the practical part and attendance may be awarded to a candidate who fails in one or more subjects in order to declare him to have passed the examination.
- 14.2 A candidate who fails in more than one subject; the total grace marks of 1% of the aggregate may be split to give benefit in the subject(s), to the advantage of the student to pass in maximum subjects.
- 14.3 A candidate who appears in re-appear exam in a subject(s) may be given the benefit of the balance of (1% of the total aggregate) grace marks, if any.

Provided that the number of grace marks to be given in individual subject should not exceed five.

15. DECLARATION OF RESULT/AWARD OF DEGREE¹⁴

- 15.1 Ordinarily, the result of the Semester Examination shall be published within Thirty (30) days of the completion of examination by the University.¹⁵
- 15.2 Detailed Marks Card shall be issued within Seven (7) days from the date of publication of the result.
- 15.3 A student passing all the courses of the B.A.LL.B.(Hons.) Five Years Integrated Course with an aggregate of 50% marks shall be awarded a degree of B.A.LL.B. (Hons.) on the following criteria of division;
 - (A) **First Division:** To those students who passed the course by securing 60% or more marks.
 - (B) **Second Division:** To those who passed the course by securing 50% or more marks but less than 60% marks.
(Amendment approved by the EC meeting 23.09.11 Para 4)

¹⁴ As per UGC letter D.O. No. F.21-13/2019(CPP-II) dt. 20.01.2020 within the Framework of Section 22 of UGC Act, 1956, as approved by the Academic Council meeting dt. 19.06.2020 Para 3 and Executive Council meeting 20.06.2020 Para 3 (3).

¹⁵ Amendment approved by the Academic Council/ Executive Council in their respective meetings held on 08.02.2024 (Para 12) and 13.02.2024 (Para 2(ii) (AC-12).

- 15.4 Medium of Instruction/examination shall be mentioned in the degree awarded to the candidate.

15A. AWARD OF GRADE POINTS

1. The students shall be awarded Semester Grade Point Average/Annual Grade Point Average/Cumulative Grade Point Average and Grades on the basis of following criteria:

SN	Score (%)	Grade	Grade Point
1	Above 80	Outstanding (O)	10
2	75-80	Excellent (E)	9.5
3	70-74	Distinction (D)	9.0
4	65-69	High First Class (A+)	8.5
5	60-64	First Class (A)	8.0
6	55-59	High Second Class (B+)	7.5
7	50-54	Second Class (B)	7.0
8	Below 50	Fail (F)	0.0

2. Since all the subjects of each semester are of 100 marks therefore each subject shall carry equal credit.
3. The Semester Grade Point Average (SGPA) shall be calculated as under:
- Giving grade point for the each subject with reference to table in regulation 1 above.
 - Dividing the total grade point of all the papers in the semester by number of papers.
4. The Annual Grade Point Average (AGPA) shall be calculated by adding the total grade point of both the semester in an academic year and dividing by 2.
5. The Cumulative Grade Point Average shall be calculated by adding total of all previous semesters grade point and dividing by number of semester.

(CGPA System, see Annexure at p. 135)

16. RE-EVALUATION

- 16.1 A candidate who wishes to seek re-evaluation of his/her answer book(s)/**Term Paper offered against optional paper** may apply for the same to the Registrar on prescribed

application form for re-evaluation. The candidate is required to submit the prescribed fee of Rs. 1000/- Rupees One Thousand Five Hundred) per paper alongwith the application form for the re-evaluation. **(Amendment approved by the Executive Council meeting dated 28.01.2025 (Para EC-4, FC-12))**

- 16.2 Re-evaluation is permissible in End Term Examination including Repeat Examination but not in Mid Term Examination.
- 16.3 The application for re-evaluation along with the prescribed fee should reach University office within Ten (10) days from the date of the declaration of result of the examination. (For this purpose the date printed on the result gazette/notification shall be taken as the date of declaration).
- 16.4 After the due date, no re-evaluation application shall be accepted even with the late fee.
- 16.5 A candidate may be allowed to withdraw his/her application for re-evaluation within Two (2) days of the submission of his/her re-evaluation form but before the declaration of result, whichever is earlier. The fee deposited by the candidate shall not be refunded in any situation.
- 16.6 The panel of examiners for each subject will be approved by the Vice-Chancellor.
- 16.7 Fresh code number shall be assigned to the answer books for re-evaluation.
- 16.8 Upon re-evaluation of an answer book the result will be computed as under:
 - (a) If there is an increase/decrease upto 10% marks given by the First Re-evaluator, the marks given shall be taken as final.
 - (b) If there is an increase/decrease of more than 10% marks given by the First Re-evaluator then the answer book shall be evaluated by the Second Re-evaluator. In such case the average of the two best scores out of three award including the original shall be taken as final.

- 16.9 The result of re-evaluation will be communicated to the candidate(s) soon after it is declared. Fresh detail marks card will be issued to the candidates only in case of a change in the overall result, but not in the case of those who are 'failed' or the result remained the same.
- 16.10 The score in re-evaluation shall supersede the original one.
- 16.11 The result of re-evaluation, whether favourable or unfavourable shall be binding on the candidate who applies for re-evaluation.

Provided that, in cases where results of re-evaluation could not be declared before the commencement of the following examination and such students had appeared in the examination of the paper in which they had applied for re-evaluation, they may be allowed the benefit of such result as was favourable to them.

Provided further:

- (a) If after the result of re-evaluation, a candidate passes the examination, he/she will be eligible to seek admission to the next higher class within one week of the declaration of re-evaluation result.
- (b) If a candidate becomes eligible for admission after availing the chance allowed through Repeat Examination such candidate may seek admission to the next higher class within one week of the declaration of the result of Repeat Examination.
- (c) The attendance of the students referred in (a) and (b) above shall be counted from the date of admission/deemed admission.

[Amendment approved by the Executive Council meeting dated 04.10.2012 Para 2(v) (ii)]

17. MODIFICATION OF RESULT

- 17.1 The Vice-Chancellor shall have power to quash the declared result of the candidate if;
- 17.1.1 the candidate is disqualified for using any type of unfair means in the examination or,

17.1.2 he/she is found ineligible to appear in the examination.

17.2 The Vice-Chancellor shall have the power to rectify the result only if an error affecting the result of a candidate is detected.

18. PROMOTION TO HIGHER SEMESTER

18.1 The promotion from the First to the Second Semester shall be automatic.

18.2 The candidate shall be promoted to the Third Semester only if he/she clears 75% papers of the first two semesters.

18.3 The candidate shall be promoted to the Fifth Semester provided he/she clears all the papers of the First and Second semester and 75% papers of the Third and Fourth Semester.

18.4 The candidate shall be promoted to the Seventh Semester provided he/she clears all the papers of the first four semesters and 75% papers of the fifth and sixth semester.

18.5 The candidate shall be promoted to the Ninth Semester provided he/she clears all the papers of first six semesters and 75% papers of the Seventh and Eighth Semester.

18.6 Provided that a candidate who is to repeat the whole course as per Regulation 8.2.6 shall be required to pass all the papers of both the Semesters within three years of his/her admission in the respective academic year.

18.7 A candidate shall have to complete his/her B.A.,LL.B.(Hons.) Five Years Integrated Course in a prescribed period of Eight (8) years maximum including the year of admission.

18A. (1) A student who has failed in lower class paper(s) but has cleared 75% papers of the previous class may be allowed special chance to pass lower class paper(s) and previous class paper(s) as re-appear candidate. Such student shall not be promoted to next higher class. The student may take casual admission for re-appear papers.

(2) A student has failed in lower class paper(s) and also has not cleared 75% papers of the previous class may be allowed special chance to pass lower class paper(s) with the permission of the Vice-Chancellor. However, his result of

previous class shall stand cancelled and such student shall take regular admission in previous class.

Explanation: In this rule, the 'Previous Class' means a class from which a regular student could have been promoted to next higher class on meeting the eligibility conditions for promotion. The 'lower class' means a class preceding the previous class.

(Inserted in the decision of the Executive Council at its meeting held on 05.11.2016 (Para 8))

19. RE-EXAMINATION

1. The candidates having failed in the subjects of I, III, V, VII and IX semesters shall re-appear in the semester examination held in the month of December and candidate who have failed in the subjects of II, IV, VI, VIII and X semesters shall re-appear in the month of May, along with regular semester examination.

Provided that students, who get Re-appear in X semester, may be allowed, chance to re-appear in the end term examination of odd semesters. ***(Inserted by the decision of the Executive Council/ Academic Council at their respective meetings held on 20.01.2018 Para 2 (3)).***

2. The candidate shall be allowed to take re-examination on deposit of prescribed fee and submission of examination form.

20. REPEAT EXAMINATION

- 20.1 The Repeat Examination shall be held in the month of June-July after declaration of the result of Even semesters examination.

20.1.1 In case candidate has applied for re-evaluation of any paper of May End Term Examination and is required to appear in Repeat Examination before the declaration of re-evaluation result, such candidate shall be given the benefit of best result out of two i.e. Re-evaluation or Repeat Examinations.

(Amendment approved by the Academic Council/ Executive Council at their respective meetings held on 07.07.2018 Para 2 (12)).

- 20.2 The Repeat Examination shall be allowed to the students who fail to meet eligibility criteria for promotion to the next higher class, after the even semesters examination.
- 20.3 The candidate who are to appear for repeat examination shall be required to deposit prescribed fee and submit the examination form, within seven working days of the declaration of May examination.
- 20.4 The detailed marks certificates of student, who shall pass the course through Repeat Examination, will be issued with the mention of 'Repeat Examination.'
- 20.5 (i) The Repeat Examination shall not be allowed to students who have been detained for shortage of attendance in more than six subjects of odd and even semesters taken together.
- (ii) In appropriate cases, the Vice-Chancellor, on the recommendation of Condonation Committee, may allow a student detained for shortage of attendance to take Repeat Examination on his/her request.
- (iii) The marks obtained in mid-term examination of the detained students shall be carried forward to be included in the marks obtained in Supplementary/Repeat Examination as the case may be.
- (Amendment approved by the EC meeting 30.01.15 Para 2(i))**
- 20.6 The student who has missed both mid-term and end-term examinations and is to appear in Repeat/Supplementary Examination shall be given theory examination out of 60 marks for the respective subject. **(Inserted by the decision of the Academic Council/Executive Council at their meetings held on 07.07.2018 Para 2 (4))**

21. RULES FOR DETENTION OF STUDENTS AND RELATED MATTERS

- (1) The students who have not qualified the required number of papers of the previous class(es) through end term or repeat examination, as per RGNUL regulations shall be detained and shall not be promoted to the next higher class.

- (2) The detained student may re-appear in the papers he/she has failed in the semester examination (odd or even as the case may be) by availing the permissible number of chances.
 - (3) When a student is attending classes of the next class provisionally before the declaration of end term/repeat examination and subsequently found ineligible for not qualifying required number of papers, his/her provisional promotion to next class shall stand cancelled automatically.
 - (4) The detained candidate shall be required to pay the hostel charges/mess bills on the monthly basis for his/her stay before the declaration of result. In such cases stay of any number of days in a calendar month shall be treated as stay for the whole month.
 - (5) Where a candidate has already deposited the fee/charges for the next class before the declaration of result of previous class and subsequently got detained because of non-fulfilment of eligibility condition, the fee paid by him/her may be adjusted in the fee payable on fulfilling of eligibility conditions in the next academic year, or if the student opt for discontinuation of study at RGNUL the semester fee may be refunded after deducting the hostel, mess and other charges as given in rule (4) above.
 - (6) (i) A detained student may take casual admission for attending classes of the subject(s) in which he/she has failed. In such a case he/she shall pay the prescribed fee/per subject per semester in addition to Hostel/Mess Charges.
- Explanation: In case of casual admission the student need not to meet condition of minimum attendance. However, he/she shall abide by all rules and regulations relating to students discipline.
- (ii) In case odd semester classes are in progress but the student is detained for failing in even semester subject(s) or vice-versa, such student may pay a prescribed fee for availing library and other facilities.
- (7) The fee payable by detained students shall be Rs. 10,000/- per subject/semester.

22. RE-ADMISSION OF STUDENTS NOT FOUND ELIGIBLE FOR PROMOTION

1. The result of student who fail to qualify for promotion to next higher class or are detained for shortage of attendance or are not otherwise promoted as per prescribed criteria in these regulations, shall stand cancelled. Such student shall be required to seek fresh admission in the same class in which he/she failed to qualify for promotion to next higher class, as a regular student with the permission of the Vice-Chancellor.

*Provided that if any student fails to pass any paper(s) of previous class **after appearing in the Repeat Examination**, but has passed the 75% papers of next higher class and consequently will not be eligible for promotion to further next higher class, in such cases his or her result of previous class or next higher class shall not stand cancelled. Such student may be given a further chance to appear in the left out paper of previous class as a re-appear candidate.

***Illustration:** 'A' a student of 4th year has re-appear in one paper of V semester (3rd year), he fails to clear this paper of 3rd year in Repeat Examination. However, he has cleared 75% papers of 4th year. He will not be promoted to 5th year. But his result of 3rd year and 4th year shall not be cancelled and he will be given further chance to clear the paper of 5th semester (3rd year) as a re-appear candidate.

[*Inserted by the decision of the Executive Council/Academic Council at their respective meetings held on 20.01.2018 Para 2 (2)].

2. The student shall pay full fee of that course, except the refundable security deposit.
3. The re-admitted student shall be required to pass all the subject afresh as per the current syllabi of the course for the relevant academic session.

(Amendment approved by the EC meeting 30.01.2015 Para 2(i))

Annexure**CUMULATIVE GRADE POINT AVERAGE (CGPA)**

Cumulative Grade Point Average (CGPA) is an accumulation of all grade points divided by every single credit one takes in a course of study. CGPA is also the determining factor of performance of a student. A specific grade (out of a range of say seven) is awarded, to student from poor to outstanding rather than that of broad two or three divisions. Grade Point System brackets the students securing varying marks in a given grade and give the same grade to all the students in the same bracket. For example, all the students securing Eighty One percent marks or above may be put in a grade-outstanding (O) with grade point 10. As such, there could be seven point grade system, putting the pass students in seven different grades, with same grade point to the students securing different percentage of marks within a bracket.

How CGPA is calculated?

Before calculating CGPA, we need to know what Semester Grade Point Average (SGPA) and Annual Grade Point Average (AGPA) is. At the end of every Semester, students would be awarded SGPA and at the successful completion of each year, the student would be awarded with (AGPA) Annual Grade Point Average.

The FORMULA to calculate SGPA is:

Grade Point Obtained in the Subject x Credit Points for the same subject)/Total of Credit Points of all Subjects

1. Grade Point System:

A Grade Point System is based on the marks obtained in each subject by an individual student. The seven points Grade Point System may be as follows:

SN	Score (%)	Grade	Grade Point
1	Above 80	Outstanding (O)	10
2	75-80	Excellent (E)	9.5
3	70-74	Distinction (D)	9.0
4	65-69	High First Class (A+)	8.5
5	60-64	First Class (A)	8.0
6	55-59	High Second Class (B+)	7.5
7	50-54	Second Class (B)	7.0
8	Below 50	Fail (F)	0.0

2. Subject Credit Point System (Weighted Average of Subjects)

Each and every subject taught is given Subject Credit Points based on their importance (weightage). At Rajiv Gandhi National University of Law though there are different components of each paper. A theory paper is evaluated through mid term and end term examination Project Report/Seminar Presentation and Attendance etc. are practical component of each paper for the **first Six Semesters**. All components of a paper are consolidated and total weightage of marks is hundred. In **Seventh to Tenth Semesters**, there are five theory subjects. Each subject is evaluated through mid term and end term examinations with total marks as 100 for each paper. The sixth paper has two components as Moot Court presentations and Projects Reports of 50 marks each and total is of 100 marks.

3. Calculation of Grade Points

Calculation of Grade Point may be better understood through a hypothetical example as under:

A student Mr. 'X' of B.A.,LL.B. (Hons.) Five Year Integrated Course scores marks/grade points/grade as follows:

Semester Grade Point Average

First Semester

SN	Subject	Marks Obtained	Grade Point	Grade
1	English-I	67	8.5	A+
2	History-I	58	7.5	B+
3	Sociology-I	63	8.0	A
4	Political Science-I	72	9.0	D
5	Law of Torts and Consumer Protection	76	9.5	E
6	Legal Methods and Social Sciences Research Methodology	82	10	O

Total Grade Points = 52.5

Now Mr. X's Semester Grade Point Average (SGPA) for First Semester will be $52.5 \div 6 = 8.75$.

Second Semester

Now, let's consider the performance of Mr. 'X' in the Second Semester. Say, Mr. X Scores in his Second Semester of B.A.,LL.B. (Hons.) Five Year Integrated Course as follows:

SN	Subject	Marks Obtained	Grade Point	Grade
1	English-II	53	7.0	B
2	History-II	79	9.5	E
3	Sociology-II	67	8.5	A+
4	Political Science-II	59	7.5	B+
5	Comparative Legal System	62	8.0	A
6	Law of Contract	71	9.0	D

Total Grade Point=49.5

Now, Mr. X's Semester Grade Point Average (SGPA) for Second Semester will be $49.5 \div 6 = 8.25$.

Annual Grade Point Average

The Annual Grade Point Average (AGPA) for the first year will be average of SGPA of First Semester and SGPA of Second Semester i.e. $8.75 + 8.25 = 17/2 = 8.5$ (AGPA of First Year).

Cumulative Grade Point Average

Now say Semester Grade Point of Mr. X for the third and fourth semester are 8.0 and 7.0 respectively. The Annual Grade Point for Second year would be 7.5. The Cumulative Graded Point/Average (CGPA) for the first two years would be

$AGPA \text{ of First Year} + AGPA \text{ of Second Year} / 2$

For student 'X' CGPC for first two years would be $8.5 + 7.5 = 16/2 = 8.0$

In this manner AGPA of each year would be calculated. If student 'X' has AGPA for all five years of the B.A.,LL.B. Course as under:

First Year	8.5
Second Year	7.5
Third Year	8.0
Fourth Year	8.25
Fifth Year	<u>7.25</u>
Total	39.5

This student would have CGPA for

first two years	$8.5 + 7.5 = 16/2 = 8.0$
first three years	$16 + 8.0 = 24/3 = 8.0$
first four years	$24 + 8.25 = 32.25/4 = 8.06$
first five years	$32.25 + 7.25 = 39.50/5 = 7.9$

On award of degree the CGPA of Mr. 'X' would be 7.9 with Grade B+

4. Proposal for RGNUL

Since the RGNUL is to shift to grade system when it has students who are presently being given marks with divisions, the Grade point may be adopted for the existing and new students as under:

1. The SGPA, AGPA may be calculated for the present passing out students of Fifth Year for their respective semesters and class and their CGPA may be reflected in the degree of B.A.,LL.B. (Hons.) Five Year Integrated Course, alongwith DMC of Tenth Semester. Similarly, CGPA may be awarded to the present Fourth, Third and Second Year students and their Grade and Grade Points may be reflected in their Degrees and Tenth Semester Result Card at the time of passing out.
2. For the new batch of students the SGPA could be reflected in their respective odd semester DMC. The AGPA may be put on even semester DMC and further cumulated from the second year on ward. On completion of all ten Semesters CGPC could be awarded in the Degree.

(Approved by Executive Council at its meeting held on 17.06.2011 Para 2(10))

PART-IV – SECTION-C

**REGULATIONS AND SCHEME OF STUDIES FOR
LL.M. (ONE YEAR POST-GRADUATION COURSE)
(Approved by the Executive Council at its meeting
held on 30.07.2013 Para 6, Annexure 4)**

1. GENERAL

- 1.1. Master of Laws (LL.M.) One Years Post Graduation shall be a full-time degree course.
- 1.2. The course shall be divided into two Semesters to be called Part - I and Part – II, in one Academic Year.
- 1.3. The First Semester shall consist of six months commencing from month of July to December. The Second Semester shall consist of six months commencing from the month of January to June respectively.

2. ELIGIBILITY

- 2.1 A person who has passed the LL.B. (Professional Degree examination)/ B.A., LL.B. (Five Years Course) from any University, recognized by RGNUL, with minimum fifty-five per cent (55%) marks in the AGGREGATE of all the years of the respective course fifty per cent (50%) in the case of SC/ST) shall be eligible for admission to the LL.M. Course. **(Approved by the EC meeting dated 11.03.2014 Para 9).**
- 2.2 The Admission shall be based exclusively on the performance of the candidate in the Common Law Admission Test (CLAT).
- 2.3 Candidate appearing in/awaiting result of the qualifying examination may also apply and appear provisionally for the Admission Test subject to the condition that they produce the proof of having passed the qualifying examination with the prescribed marks at the time of Interview/Counselling.
- 2.4 The Candidature of:
 - 2.4.1 those who do not clear the qualifying examination with the requisite marks and fail to produce result on the date of Interview/Counselling, and

- 2.4.2 those who get compartment/reappear in any subject in the qualifying examination shall be cancelled and subsequent securing qualifying marks shall not be considered.

Notes:

- (i) Candidates applying in the SC/ST category are required to submit a certificate from the competent authority.
- (ii) Person with Disability seeking benefit of reservation of seats is to submit minimum 35% Disability Certificate from Medical specialist of Government Hospital.

3. INTAKE AND RESERVATION

The total number of seats for the LL.M. Course shall be ~~Sixty (60)~~¹⁶ Eighty (80).¹⁷ Division of seats shall be as under:

General Category	Sixty (60) Seats
Schedule Caste 15%	Twelve (12) Seats
Schedule Tribe 7½%	Sixth (06) Seats
Foreign Nationals	Two (02) Seats
Total Seats	Forty (60) Seats
Additional 5% Seats for Wards of Kashmiri Migrants	Four (04) Seats
Supernumerary Quota Seats for J&K Residents	Two (02) Seats
Economically Weaker Sections (EWS) (RGNUL Adopted BCI Order dated 29.07.2019 for reservation 10% seats for Economically Weaker Sections over and above its annual permitted strength from the Academic Year 2022-23)	Eighth (08) ¹⁸

- Note:** (1) 5% Horizontal Reservation is available for Specially Abled Persons (SAP)
- (2) **Kashmiri Migrants:** 5% extra seats for the wards of Kashmiri Migrants for admission to Under-Graduate and Post-Graduate Courses of Law from the Academic Session 2012-2013 and the candidate admitted against these seats shall be required to pass the CLAT examination and admission made on the basis

¹⁶ ~~Amendment approved by the Executive Council/Academic Council meetings dated 29.12.2021/28.12.2021 Para 21 (7)~~

¹⁷ ~~Amendment approved by the Executive Council/Academic Council meetings dated 16.05.2024/21.05.2024 Para 3 (AC-10)~~

¹⁸ ~~As approved by the Executive Council meeting dated 29.12.2021 Para 15.~~

of merit in CLAT **[Approved by the Executive Council meeting dated 15.03.2012 Para 2(x)].**

Concession for the wards of Kashmiri migrants for admission

- (i) Relaxation in cut-off percentage upto 10% is permissible to such students subject to minimum eligibility requirement i.e. upto 35% in 10+2 Exam
- (ii) Reservation of at least one seat in merit quota

(Approved by the Executive Council/Academic Council at their respective meetings held on 08.07.2015 and 06.07.2015 Para 5(5))

- (3) **Supernumerary Quota for J&K:** Two seats each under supernumerary quota for admission to Under-Graduate and Post-Graduate courses of law for the students from Jammu & Kashmir on the basis of inter se merit of this category from CLAT qualified candidate under UGC special scholarship scheme for students from Jammu & Kashmir to cover Tuition Fee, Hostel Fee, Cost of Books and other Incidental Charges. **[Approved by the Executive Council meeting 01.11.2012 Para 3(ii) (i) & (ii)]**

NOTE:

- (i) Admission to the category of 'Foreign Nationals' possessing the citizenship of a country other than India shall be Direct Admission on the basis of *inter-se-merit* of the qualifying examination, after due verification of equivalence and also on the basis of the interview to ascertain proficiency in English Language and overall academic record. All Foreign National Candidates must apply directly to the Registrar RGNUL, Punjab, Patiala in the CLAT application form with supporting documents.
- (ii) In case seat(s) in the reserved category/categories remain(s) vacant after accommodating all qualified and eligible candidates from the respective categories, such seat(s) shall be offered to the general category candidates in the order of merit.

4. TEACHING METHODOLOGY

- 4.1 The LL.M. course shall be based on class lectures and continuing examination system, library and seminar based course to be conducted under the guidance of a Post-Graduate Tutor.
- 4.2 Students shall be given assignments and they shall be required to give seminars on the assigned topics for their continuous evaluations.

- 4.3 Seminars on all subjects shall be conducted as per the schedule provided for the subjects of the students.

5. COURSE OF STUDY

- 5.1 **Program Contents** – The program shall be combination of lectures/interactive session/practical exercises and dissertation with total 36 credits. Total 1200 marks shall be there for this course, which shall be divided in to two semesters of 600 marks each.
- 5.2 The Post Graduate course shall follow continuing observation and examination of the student. Therefore evaluation system in the semester shall be further divided as follows:
- Each paper shall be of 100 marks and further divided in to-
 - 80 Marks – For written examination
 - 20 Marks – For Seminar presentations.
 - Written examination of 80 marks shall be further divided in to two term examinations with 40 marks each. These examinations may be conducted along-with the midterm and end semester examination of other courses.
 - Seminars shall be conducted before the theory examination in end semester examination.
 - The syllabus of LL.M. course for every core and optional paper may be divided in four modules. Each module shall cover 4 topics/headings.
 - Each term of semester examination shall be conducted for two modules out of four.
 - Minimum 50% marks (including seminar marks) are required to pass any subject and also 55% of aggregate to get the degree.
- 5.3 The candidate who fails to secure 55% marks in aggregate and passes the paper(s) by securing 50% marks, he / she may re-appear in any of the paper to make up the aggregate. A re-appear candidate shall be required to pass the remaining paper(s) in which he / she has failed within two consecutive chances, that is a student shall have **three chances in total to pass a paper, one as a regular student and two as re-appear candidate**, failing which he / she shall have to repeat

the whole course. ***Provided that, marks of seminar may be carried forward in such cases.***

SCHEME OF STUDY

Paper	Core/Optional	Business Law	Constitutional Law	Criminal Law	International Law
FIRST SEMESTER					
Paper I	Core 1	Legal Method and Research Methodology	Legal Method and Research Methodology	Legal Method and Research Methodology	Legal Method and Research Methodology
Paper II	Core 2	Comparative Public Law	Comparative Public Law	Comparative Public Law	Comparative Public Law
Paper III	Specialisation-1	Law of Corporate Governance	Fundamental Rights and Directive Principles	General Principles of Criminal Law	International Law and International Relations: Development and Trends
Paper IV	Specialisation-2	Industrial and Intellectual Property Rights	Administrative Law	International Criminal Law	International Courts and Tribunals
Paper V	Optional-1	(i) Law of Banking, (ii) Centre State Relations, (iii) Emerging Areas of Criminality, (iv) International Organisations, (v) Interpretation of Statutes, (vi) Cyber Law			
Term Paper VI	Term Paper 1				
SECOND SEMESTER					
Paper I	Core 3	Law and Justice in Globalised World	Law and Justice in Globalised World	Law and Justice in Globalised World	Law and Justice in Globalised World
Paper II	Specialisation-3	Law of Insurance and Arbitration	Constitutional Amendments in India	Scientific and Forensic Techniques in Investigation	International Human Rights and Humanitarian Law
Paper III	Specialisation-4	Corporate Regulations	Service and Election Laws	Administration of Criminal Justice- Custodial and Non-Custodial	International Dispute Resolution Bodies
Paper – IV	Optional-2	(i) Law of Corporate Finance and Taxation, (ii) Media Law, (iii) Criminology Penology and Victimology, (iv) Law of Sea, Air and Space, (v) Competition Law, Environmental Law and Sustainable Development			
Paper V & VI	Dissertation				

6. EXAMINATION

- 6.1 There shall be a Term Examinations in the Month of September/ March in respectively in each semester. There shall be End Semester Examination in the Month of December/ June for the First Semester and the Second Semester for theory papers of the LL.M. Course.
- 6.2 Each student is required to give one seminar in every subject in each term of the semesters.
- 6.3 Each seminar shall consist of Ten (10) marks which are to be evaluated by two evaluators as per the following norms:
- (a) Contents, participation, questioning and attendance in the seminar that would comprise of Five (05) Marks.
 - (b) The presentation of the student shall comprise of Five (05) marks.
- 6.4 There would be no re-scheduling of the seminar dates except in the cases mentioned below.
- (a) The seminar presentation shall be compulsory for each and every student. Any student absenting himself/herself shall not be given a second chance in the same semester and his/her result shall be declared as Re-appear [Internal Examination]
 - (b) Provided that if any student represents the University in some competition after due authorization, date of his/her seminar presentation may be rescheduled.
 - (c) Provided further that, seminar of a student who fails to appear due to serious illness or death of a near relative, as a special case, may be rescheduled on production of the medical certificate from the Medical Officer (MO) appointed by the University. Re-scheduling in other cases shall be in the discretion of the University authorities after levying a fine of Rs. 200/- (Rupees Two Hundred).
- 6.5 The list of seminar topics shall be given by the University which shall be further assigned to the students and in no circumstances the assigned topics shall be changed.

- 6.6 Paper reading by a student in the seminar presentation is not permitted. Only Power Point Presentation is permitted.
- 6.7 The grace marks shall be given to a candidate as per Regulation prescribed by the University from time to time.

7. TERM PAPER

- 7.1 A candidate is required to submit a Term Paper carrying Hundred 100) marks in each semester as per Academic Schedule.
- 7.2 A student shall submit the Term Paper to the assigned teacher on the describe date.
- 7.3 After the assignment of the Term Paper the student shall present within three weeks and outline of his/her term paper to the teacher concerned.
- 7.4 Term paper shall comprise of 35-50 type pages with 1.5 space on A4 size paper and shall include footnotes/endnotes/ bibliography and it shall be bound (spiral or otherwise).
- 7.5 The term paper shall be evaluated by the concerned teacher.
- 7.6 Evaluation shall be strictly made on following norms:
 - (a) The contents; chapterization; and presentation of the project that shall carry Forty (40) marks
 - (b) Continuous evaluation based on progress of term paper shall carry Twenty (20) marks.
 - (c) The seminar of the term paper shall be of Forty (40) marks.

Late Fee for submission of Term Paper:

- 1. Upto one month late fee Rs. 500/-
- 2. Upto two months late fee Rs. 1000/-
- 3. More than two months late fee Rs. 2000/-

(Inserted by the decision of Executive Council at its meeting held on 30.06.2017 Para 13)

8. EVALUATION SCHEME

Evaluation Scheme of the Theory papers and Seminar papers shall be as under:

(1)	Term Examination	40 Marks
(2)	End Semester Examination	40 Marks
(3)	Seminar	20 Marks
	Total (2) & (3)	60 Marks
	Total (1) (2) & (3)	100 Marks

9. DISSERTATION

- 9.1 A student shall apply to the University for approval of the subject of his/her Dissertation within one week of his/her admission to the Second Semester. The University shall nominate suitable course instructor to supervise and guide the student for his/her Dissertation.
- 9.2 The schedule for the submission of the Dissertation shall be as under:

Schedule for Submission	Dates
Date of Submission of Dissertation without Late Fee	31 st May
With Late Fee of Rs 1,000/-	30 th June
With Late Fee of Rs 2,000/-	31 st July
With Late Fee of Rs 5,000/-	31 st August

- 9.3 Two copies of the LL.M. Dissertation alongwith soft copy shall be submitted to the University through the concerned supervisor along with a certificate by the Supervisor that the Dissertation has been written by the candidate under his/her supervision and guidance and that the same has not been submitted anywhere as a part of any Degree or Diploma Course whatsoever. **(Amendment approved by the Executive Council meeting dated 05.07.2025 (Para EC-4 AC-12))**
- 9.4 The Dissertation shall be evaluated by external examiner appointed by the Vice-Chancellor out of 150 (One Hundred and Fifty) marks and the viva-voce shall carry 50 (Fifty) marks. A Committee of three examiners consisting of the

Supervisor, a senior teacher and the Vice-Chancellor or his Nominee shall conduct the Viva-Voce on the basis of the questions set by the external examiner.

- 9.5 A candidate who fails to secure pass marks in his/her Dissertation or fails to submit the Dissertation within the prescribed time, he/she shall be given one more chance to submit the Dissertation on the same topic or on some other topic with the prior approval of the Vice-Chancellor within a period of six months, with a fees of Rs. 2500/- (Rupees Two Thousand and Five Hundred Only).
- 9.6 A candidate shall have to pass in the Dissertation in the second chance within the stipulated time, failing which his/her candidature shall be cancelled.
- 9.7 No candidate shall, however, be allowed to submit the Dissertation at the end of the Fourth Semester unless he/she has passed all the papers of the First, Second and the Third Semester respectively obtaining the minimum required percentage.

10. CONDUCT OF EXAMINATION

The term examinations (Mid-Term/End-Term) of the University shall be conducted under the supervision of the Co-ordinator of Examination, appointed by the Vice-Chancellor for each Semester Examination. The Co-ordinator so appointed shall appoint Invigilator to perform the examination duty. The Co-ordinator shall ensure that there should be one Invigilator upto 30 candidates appearing and so on. However, if required, the non-teaching staff may also be assigned the examination duty by the Co-ordinator.

11. APPOINTMENT OF THE PAPER SETTER

The Vice-Chancellor shall appoint Paper-setter(s) for every subject.

12. EVALUATION OF ANSWER SHEETS

The evaluation of the Mid Semester and the End Semester examination shall be done by the examiners appointed by the Vice-Chancellor.

- 12.1 Evaluation of the Mid Semester papers will be done by the teacher concerned. Theory paper evaluation shall also be done

by the teacher concerned or some other Internal/ External examiner on the directions of the Vice-Chancellor.

RE-EVALUATION

- 12.2 A student shall be allowed for re-evaluation only once in a semester in the written examination. The student may apply for re-evaluation of any paper of first or second term of a semester after the semester result.
- 12.3 The other rules regarding revaluation of Under-Graduate Course shall also be applicable to the LL.M. Course.

(Amendment approved by EC dated 30.10.2013 Para 12)

13. DISPOSAL OF COMPLAINTS

- 13.1 In case of variation in percentage and in case of any complaint received in regard to the question paper, the Vice-Chancellor shall appoint a Moderation Committee. The term of the Moderation Committee will be for specific duration as decided by the Vice-Chancellor. The Moderation Committee shall comprise the following:
- (a) Registrar (Chairman)
 - (b) Concerned Subject Teacher(s)
 - (c) Any Other Faculty Member(s) Nominated by the Vice-Chancellor
- 13.2 Complaints, if any, regarding any question paper shall not be entertained after twenty four (24) hours of the conduct of the respective paper. The complaint, if any, is to be submitted in writing to the Co-ordinator of Examination.
- 13.3 The Co-ordinator of Examinations shall then forward the complaint to the Registrar alongwith the comments of the concerned subject teacher within three (3) days of the receipt of the complaint. The Registrar shall then seek the comments of the paper setter, so appointed under Regulation 12, and shall place the report before the Moderation Committee for its recommendation.
- 13.4 In case of an extraordinary variation in percentage of the result in any subject(s), result may be put before the 'Moderation Committee'.

- 13.5 The Moderation Committee shall, upon examination of the report submitted under the provision of Regulation 14.3 and result variation under the provision of Regulation 14.4, shall make a recommendation to the Vice-Chancellor whose decision shall be final in this regard.

14. PROMOTION SCHEME

- 14.1 The promotion from First to Second Semester shall be automatic.

15. RE-EXAMINATION

A candidate placed under reappear in any paper, will be allowed two chances to clear the reappear, which should be availed within consecutive two years/chances i.e. to pass in a paper the candidate will have a total of three chances, one as regular student and two as reappear candidate. Provided that every candidate shall complete the LL.M. Course within a period of Three Years from the date of joining the LL.M. Course.

16. GRACE MARKS

- 16.1 One percent (1%) of the total aggregate marks including the marks of the practical part and attendance may be awarded to a candidate who fails in one or more subjects in order to declare him to have passed the examination.
- 16.2 A candidate who fails in more than one subject, the total grace marks of one percent (1%) of the aggregate may be split to give benefit in the subject(s), to the advantage of the student to pass in maximum subjects.
- 16.3 A candidate who appears in re-appear exam in a subject(s) may be given the benefit of the balance of (one percent (1%) of the total aggregate) grace marks, if any.

Provided that the number of grace marks to be given in individual subject should not exceed four (4).

17. EXAMINATION-DIVISION-DEGREE

- 17.1 The medium of instructions and examination in the LL.M. course shall be English.
- 17.2 The minimum number of marks required to pass the LL.M. examination shall be 55% in aggregate including Dissertation.
- 17.3 The candidates shall be issued Detail Marks Card for each Semester after the declaration of result.
- 17.4 On completion of terms examination of each semester the student shall be issued a result card. Detailed marks sheet shall be issued to the student after end semester examination by adding marks of each subject of term examination and end semester examination including marks of seminars of the respective subjects.
- 17.5 The student shall be pass in the subject if he/she obtains 50% marks in that subject adding marks of two terms in each semester for each subject.
- 17.6 Each successful candidate shall be awarded a degree stating the division in which he has passed the LL.M. examination.
 - 17.6.1 **First Division:** To those students who passed the course by securing 60% or more marks.
 - 17.6.2 **Second Division:** To those who passed the course by securing 55% or more marks but less than 60% marks.
- 17.7 Provisional degree of LL.M. shall be issued to the eligible students on demand and on payment of fee of Rs. 2000/-.
(Inserted by the decision of the Executive Council/ Academic Council at their respective meetings held on 25.07.2019 Para 2 (6))

18. REGARDING PREVENTION, PUNISHMENT AND PROCEDURE CONCERNING CASES OF MIS-CONDUCT AND USE OF UNFAIR MEANS IN OR RELATING TO EXAMINATIONS

The Regulations regarding Prevention, Punishment and Procedure Concerning Cases of Mis-Conduct and use of Unfair Means in or relating to Examinations of LL.M. Students shall be the same as that of the B.A.LL.B. (Hons.) Course.

(Approved by the Executive Council at its meeting held on 30.10.2009 Para 36).

PART-IV – SECTION-D

APPOINTMENT OF AMANUENSIS

***(As approved at the meeting of the Executive Council held on 27.09.2010)
(Amendment approved by the Executive Council meeting dated
05.11.2015 Para 2)***

PERMISSION FOR AMANUENSIS

1. Amanuensis may be appointed by the Vice-Chancellor on the basis of Medical Report / Examination made by University Medical Officer or Medical Officer of Government Hospital with specialty in the relevant area. A certificate shall be issued by the Medical Officer that the candidate is permanently or temporarily disabled to write the examination paper on specified date with his/her own hand. The facility of Scribe/Reader/Lab Assistant shall be allowed to any person who has disability of 40% or more.
2. Criteria like educational qualification, marks scored, age or other such restrictions for the scribe/reader/Lab assistant shall not be applicable. However, the invigilation system shall be strengthened, so that the candidates using scribe/reader/lab assistant do not indulge in mal-practices like copying and cheating during the examination.
3. The relative of the candidate shall not be appointed as amanuensis.
4.
 - (i) The Compensatory time shall not be less than 20 minutes per hour of examination for persons who are making use of scribe/ reader/ lab assistant.
 - (ii) The candidates with disability not availing the facility of scribe may also be allowed additional time of minimum of one hour for examination of 3 hours duration which may further be increased on case to case basis.
5. A suitable separate room/seating arrangement shall be made by the examination incharge.
6. A fee of Rs. 500 shall be payable for each paper, where an amanuensis is appointed. Out of this Rs. 250 shall be paid as remuneration to the amanuensis.

Note: This fee shall be in addition to the examination fee.

PART-IV – SECTION-E

RGNUL Ph.D. Regulations, 2017

[Amendment approved by the Executive Council / Academic Council at their respective meetings held on 20.09.2021/18.09.2021 Para 26 (18)]

The RGNUL has adopted University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) Regulations, 2016.

Whereas the UGC has issued a Notification No. F.1-2/2009 (EC/PS) V (I) dated 05 May 2016 prescribing University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) Regulations, 2016. Therefore there is need for review of RGNUL Ph.D. Regulations.

In the aforesaid RGNUL Regulations 2010 Ph.D. Programme is also offered in Ph.D. in Social Sciences with Law. The RGNUL statutory bodies have reviewed this part of the regulations and decided to offer Ph.D. in Social Sciences, Humanities and English Language and Literature as independent subjects.

Therefore there is need to review RGNUL Ph.D. Regulations to incorporate the UGC 2016 requirements for Ph.D. Programme and also to make provisions offering Ph.D. in Social Sciences, Humanities and English Language and Literature.

Revised Regulations framed in conformity with the University Grants Commission, UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009.

1. CATEGORIES OF RESEARCHERS

- (1) A candidate can register for the Ph.D. Degree Programme either as a Full-Time Researcher or as a Part-Time Researcher.

[It is proposed that Note:

“the seat for UGC / JRF candidate shall be over and above the total advertised seats”.

(a) It is proposed that:

“a full time researcher who is not UGC JRF, shall have to attend the University on all working days till the submission of thesis and a separate attendance register shall be maintained for them”.¹⁹

- (2) The Ph.D. Programme shall be as under:
- (a) Ph.D. in Law
 - (b) **Ph.D. in Social Sciences, Humanities and English Language and Literature**
 - (c) **Omitted. ~~Ph.D. in Criminology~~²⁰**

A. Full-time Enrolment

- (i) Enrolment for the Ph.D. Degree shall ordinarily be full-time. The candidate shall put in a minimum of three-years residence of which at least 18 months shall be in RGNUL, Punjab. During this period, the candidate may assist the supervisor in teaching at RGNUL. After this period, a candidate may be permitted to conduct research work outside RGNUL. There shall thus be provision for the candidate to earn credits for research work done outside RGNUL.
- (ii) Six years shall be the maximum period within which a full time candidate should complete the doctoral research and submit the thesis for evaluation. However, this time period is extendable up to two year in four extensions of six months each, in case the candidate requests in writing for such extension. This is subject to the approval of the doctoral committee on recommendation of the Research Advisory Committee.

B. Part-time Enrolment

- i) There shall be provision for part-time enrolment for the Ph.D. Degree. A part-time candidate shall put in a minimum of three years of part-time study, and this includes the time spent for research at any other place with the permission of the supervisor.
- ii) The part-time candidates shall be in residence in RGNUL for at least a total period of two semesters spread over the six-year

¹⁹ Inserted (New Provision) by the decisions of Academic Council meeting dt. 25.01.2020 and Executive Council meeting dt. 08.02.2020 Para 2 (18).

²⁰ Inserted (New Provision) by the decisions of Executive Council/Academic Council meetings dated 22.03.2022 and 15.03.2022 Para 3.4 (5)). **Discontinuation of Ph.D. Criminology subject, as approved by the Academic Council/Executive Council meetings dated 08.02.2024 (Para 4) and 13.02.2024 (Para 2(ii) (AC-4).**

period. However, persons working at senior level such as a Judge in the High Court / Supreme Court, a senior Advocate in Supreme Court and Judicial Officers (with LL.M. degree and ten years' experience as Judicial Officer) and IAS/IPS/IRS and allied Services Officer (with LL.M. degree and 10 years' experience as IAS/IPS/IRS and allied Services Officer recruited through UPSC) may be exempted from the said residence requirement on the condition that they should complete the certificate course in research methodology within six months after admission.

- iii) Six years shall be the maximum period in which a part-time candidate shall complete the research work and submit it for evaluation. However, this time period is extendable up to two year in four extensions of six months each in case the candidate requests in writing for such extension. This is subject to the approval of the doctoral committee on recommendation of the research advisory committee.

C. Conversion

Conversion from either part-time to full-time or from full-time to part-time will be permitted only with the approval of the Doctoral Committee. All cases of pre and post employment of candidates, including JRF and SRF, will be considered and approved by the Doctoral Committee

2. A. ELIGIBILITY

- (1) An applicant seeking registration to the Ph.D. Degree Programme must have:
- (i) A Degree of Master of Laws (LL.M.) from any recognized university with a minimum of 55% marks; or
 - (ii) M.Phil. Degree in Law with B+ grade or its equivalent.
- (2) The applicant from other disciplines must have:
- (i) Master's Degree in the Social Science/Humanities/English Language and Literature with minimum 55% and established research credentials by way of publications; or
 - (ii) For the Ph.D. Programme in Law, passed Company Secretaryship Examination conducted by the Institute of Company Secretaries of India (ICSI), New Delhi and have been awarded Associate Membership of the Institute (ACS);

Or

Passed Chartered Accountants Examination conducted by the Institute of Chartered Accountants of India (ICAI) and should be a member of the Institute of Chartered Accountants, New Delhi.

A relaxation of 5% of marks from 55% to 50% or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/ differently abled and other categories of candidates as per the decision of Commission from time to time.

2. B. ELIGIBILITY CRITERIA FOR ADMISSION OF FOREIGN NATIONALS

(1) Admission through open advertisements

A foreign national, who is interested in enrolling for the Ph.D. programme at RGNUL may apply in accordance with the admission notifications of RGNUL. The candidates shall have sufficient proficiency in English language. Foreign nationals are exempted from the entrance examination conducted by RGNUL for Ph.D. enrollment. All other requirements for admission which are applicable to Indian nationals shall be applicable to foreign nationals also. The number of seats available for foreign nationals shall be in accordance with the notifications issued by RGNUL from time to time. In the event of non-availability of suitable candidates, RGNUL reserves the right not to fill up the seats and under no circumstances these seats shall be converted to any other categories of Ph.D. admission.

(2) Admission of candidates from foreign universities/institutions having MoU with RGNUL

A foreign national, who is interested in enrolling for the Ph.D. programme at RGNUL, and is currently enrolled for Ph.D. programme at a foreign university/institution having MoU with RGNUL, may be allowed to be registered for Ph.D. in RGNUL subject to the condition that one supervisor will be from RGNUL and one from the parent foreign university/institution of the candidate. Such a candidate will be exempted from appearing in the entrance test, subject to the condition that the candidate fulfills the other minimum eligibility conditions. The Vice-Chancellor will be the competent authority to allow registration of such candidates on case-to-case basis, on the recommendations of the Doctoral Committee. The candidate will be required to visit RGNUL for Viva-Voce to defend the thesis as per

RGNUL Ph.D. Regulations. The fees for the programme shall be in accordance with the terms and conditions of the MoU between RGNUL and the concerned foreign university/ institute. No separate Ph.D. degree of RGNUL will be awarded in such cases. A joint degree may be awarded, if required under the MoU. For the purpose of this regulation, a foreign national shall mean a candidate who possess citizenship of a country other than India and holds a valid passport.

(3) Admission of candidates through Study in India and ICCR Programmes

- (i) Admission through Study in India: A foreign national may apply for enrolment in Ph.D. programme through Study in India Programme of Ministry of External Affairs, Government of India. The candidates shall have sufficient proficiency in English language. Foreign nationals are exempted from the entrance examination conducted by RGNUL for Ph.D. enrolment. All other requirements for admission which are applicable to Indian nationals shall be applicable to foreign nationals also. The number of seats available for foreign nationals will be decided by the university on year-to-year basis. In the event of non-availability of suitable candidates, RGNUL reserves the right not to fill up the seats and if required, these seats shall be converted to any other categories of Ph.D. admission for foreign nationals. Candidate will be required to pay the fees applicable to foreign nationals under clause 2B (1).
- ii) Admission through ICCR: A foreign national may apply for enrolment in Ph.D. programme through ICCR Programme of Ministry of External Affairs, Government of India. The candidates shall have sufficient proficiency in English language. Foreign nationals are exempted from the entrance examination conducted by RGNUL for Ph.D. enrolment. All other requirements for admission which are applicable to Indian nationals shall be applicable to foreign nationals also. The number of seats available for foreign nationals will be decided by the university on year-to-year basis and will be within the seats fixed by the university for ICCR. In the event of non-availability of suitable candidates, RGNUL reserves the right not to fill up the seats and if required, these seats may be converted to any other categories of Ph.D. admission for foreign nationals. Fee applicable to candidates under this category will be at par with Indian Ph.D. scholars.
For the purpose of this regulation, a foreign national shall mean

a candidate who possesses citizenship of a country other than India and holds a valid passport.

3. THE ENTRANCE TEST

- (1) The Ph.D. Entrance Test for Ph.D. in Law; Ph.D. in English, History, Political Science, Economics and Sociology may be scheduled as per the requirement of the University.²¹
- (2) The preference shall be primarily given to the candidates in the areas proposed by the university. The proposal consisting of Empirical Research will be preferred. Number of seats shall be determined on the basis of the suitability of the applicants and the proposed areas of research.
- (3) The number of seats vacant for the Ph.D. Programme shall be notified through a public advertisement. 15% seats shall be reserved for the SC candidates, 7.5% seats for the ST candidates and 5% seats for Specially Abled Persons (SAP). In case no qualified candidate would be available in the ST category, seat(s) shall be offered to the SC category, and if no qualified candidate(s) would be available in the SC category, the seat(s) shall be offered to the General Category candidates. The reservation for Specially Abled Persons shall be horizontal. If no qualified candidates would be available in SAP category the seat(s) shall be offered to General Category.

Provided that if seats allotted to SC/ST/SAP categories remain unfilled the vacant seats in these categories may be offered to candidates of respective categories, who have applied for Entrance Test, but could not qualify, if the candidates otherwise meet the eligibility conditions as provided in clause 2 above, such candidates shall be considered in the order of merit of the qualifying examination.

- (4) The Entrance Test shall be a written examination of three (3) hour duration of Seventy (70) maximum marks comprising following four parts:

²¹ Amendment approved by the Academic Council/ Executive Council meetings dated 08.02.2024 (Para 4) and 13.02.2024 (Para 2(ii) (AC-4).

- (a) Part-I - Research Methodology (20 MCQs) for 20 marks;
- (b) Part-II - It shall comprise of three questions on Research Methodology out of which the candidate shall attempt two (2) of 7.5 marks each. This part shall have total maximum 15 marks.
- (c) Part-III - This paper shall have three questions out of prescribed syllabus for Ph.D. in Law and Ph.D. in Social Sciences, Humanities, Criminology and English Language and Literature. Out of which candidate shall attempt any two (2) questions of 10 marks each. This part shall have total 20 marks.
- (d) Part-IV - Essay of intent of 15 marks on any Research Topic of the choice of the candidate on the prescribed criteria.

Each parameter contain 3 points 3×5=15 Marks

- (i) Research Methodology
- (ii) Contribution/Impact on the existing knowledge
- (iii) Current status of research in the proposed field
- (iv) Issues identified in present research
- (v) Understanding on the proposed topic

The qualifying marks of the test shall be 50% for the General Category. Provided that a relaxation of 5% of marks (from 50% to 45%) shall be allowed for the candidates belonging to SC/ST/Specially Abled Persons (SAP).

- (5) After declaration of result, the qualified candidates shall appear for an interview for assessment of their research aptitude and the area of interest to be opted by the candidate.
- (6)
 - (i) The Foreign Embassy sponsored candidates shall also be exempted from appearing in the Entrance Test.
 - (ii) Such candidate, however shall be required to write an Essay of Intent on any topic of his/her area of interest in about 1000 words at the time of time interview.
 - (iii) The merit for the UGC (JRF) candidate shall be prepared on the basis of the marks secured in the essay of intent out of 70 marks and interview out of 30 marks i.e. out of total 100 marks.

***(Amendment approved by the Academic Council 06.10.2022
Para 3 and Executive Council 07.10.2022 Para 2.2)***

[3A. It is proposed that

“for the purpose of Ph.D. Entrance Test, Syllabus Booklets be prepared in the subjects of Law, Social Sciences, Humanities and English Language and Literature by the respective subject faculty”.] **(Inserted (New Provision) by the decision of Academic Council meeting dt. 25.01.2020 and Executive Council meeting dt. 08.02.2020 Para 2 (18).**

4. EXEMPTION FROM TEST

1. The following category of applicants may be exempted from appearing in the Entrance Test:

- (i) Judges of High Court/Supreme Court (sitting as well as retired judges).
- (ii) Eminent Jurists in the field of Law.
- (iii) Officials of the level of Secretary Serving/Retired from Govt. Service (State/Centre), having experience of working in the area of Higher Education/Legal Affairs of the Government.
- (iv) Designated Senior Advocates with standing of atleast 10 years as Sr. Advocate.
- (iv)(a) UGC JRF qualified shall also be exempted from appearing in the Entrance Test.²²
- (v) The Foreign Embassy sponsored candidates shall also be exempted from appearing in the Entrance Test.**
- (vi) Such candidate, however shall be required to write an Essay of Intent on any topic of his/her area of interest in about 1000 words at the time of time interview.**
- (vii)** Any other category not covered above, may be considered by the Academic Council/Executive Council, if found appropriate.

2. The above said category of applicants shall fulfill the following conditions:

- (i) Be otherwise eligible to get enrolled as per RGNUL regulations except for qualifying "Entrance Test" and undertaking "Course Work."
- (ii) Deliver atleast 10 lectures to the students of the University during the tenure of their research, without payment of any

^{22.} As per decision of Executive Council dated 30.01.2015 (Para 13)

- remuneration.
- (iii) Publish atleast 2 papers in any journal having ISSN Number during the course of their research.
- (iv) Such Researcher shall attend four lectures on Research Methodology as scheduled by this University.

5. MERIT LIST

- (1) The merit list of the candidates who have qualified the Ph.D. Entrance Test shall be drawn as under:
 - (i) Marks secured in the Written Entrance Test i.e. out of 100 (One hundred) marks.
 - (ii) Marks secured in interview i.e. out of 30 (Thirty) marks.
 - (iii) In case of tie of marks, the merit shall be decided on the basis
 - a. Percentage of marks secured in the qualifying examination. If percentage of marks of the qualifying examination are same;
 - b. Date of birth, if the date of birth is same;
 - c. Lottery system.
 - (2) The Admission Committee (to conduct the interview of the Ph.D. candidates who have qualified entrance test on merit basis) shall comprise of the Vice-Chancellor as the Chairman, Registrar and other Members (Two Subject Experts from Outside the University (Law) and (One Subject Expert from Outside the University for English/ Political Science/Economics/History and Sociology each), One Senior Professor of Law) nominated by the Vice-Chancellor having profound research experience in his field and Ph.D. Coordinator.
 - (3) Except the UGC (JRF) qualified candidates, registration of the other candidates mentioned in **clause 4** shall be on the basis of the research proposal submitted to the University. The research proposals shall be prepared by the candidate as per University guideline.
 - (4) The result of the Entrance Test/enrolment shall be valid for one year only. The selected candidates shall be eligible for provisional enrolment to the Ph.D. Programme during the year.
 - (5) Candidates whose final result is awaited for any reason shall be allowed to appear provisionally in the Entrance Test. Such candidates shall, however, have to produce the final result of the qualifying examination at the time of the interview.

Note: In each academic year the vacancy status of the RGNUL Ph.D. Programme shall be worked out before giving the advertisement for the Ph.D. Entrance Test.

[Amendment approved by the Academic Council/Executive Council at their respective meetings held on 07.02.2019 Para 2 (5)]

6. ADMISSION

(1) Enrolment

- (i) The qualified candidate shall submit his/her application in the prescribed form (See Annexure) alongwith a prescribed fee for enrolment. The candidate shall submit the following documents alongwith the application:
 - (a) An attested photocopy of the LL.M., M.Phil., and M.A./M.Sc. /M.Com./Degrees, whichever is applicable, along with the marks sheet; and
 - (b) One set of published books, articles, monographs and papers, if any.
 - (c) An attested copy of the Membership Certificate of the Professional Institution, wherever applicable;
- (ii) The qualified candidates shall be enrolled on verification of eligibility as per regulation (2) above).
- (iii) The enrolled researcher shall be assigned a supervisor by the University keeping in view the available specializations among the faculty members and the research interests of the researcher expressed by him/her at the time of the interview.

(2) Cancellation of Enrolment and Re-Enrolment

If a student enrolled for the Ph.D. programme fails to comply with the conditions within the period of six months from the date of his/her enrollment, his/her enrollment shall be cancelled. However, he/she may get himself/herself re-enrolled by paying re-enrollment fee of Rs.15000/- with the permission of the Vice-Chancellor.

(3) Registration to the Ph.D. Degree Programme

- (i) The candidate enrolled for the Ph.D. Programme shall submit the following documents duly approved by the supervisor:
 - (a) An outline of the scheme of research work in about 3000

- words clearly mentioning the Proposed Title; Statement of the Problem; Hypothesis, if any; Data-Base and Proposed Methodology; Research Questions; Significance and Likely Contribution of the Study to the Existing Knowledge;
- (b) A chapter-wise proposed scheme of the thesis;
- (ii) The enrolled candidate shall be called upon to make a presentation before the Doctoral Committee on the date fixed by the Vice-Chancellor.
- (iii) The Doctoral Committee shall comprise Vice-Chancellor as the Chairman, Registrar and three other members nominated by the Vice-Chancellor having profound research experience from within or outside the University.
- (iv) The Doctoral Committee shall examine the suitability of the research topic for pursuing the Ph.D. Degree Programme. The Committee shall thoroughly explore and review the nature and scope of the research work before giving its approval.
- (v) On approval of topic of research by the Doctoral Committee, the candidate may be allowed to register for the Ph.D. Degree Programme as Part Time / Full Time researcher.
- (vi) The candidate shall pay the prescribed registration fee.

7. PRE-Ph.D. COURSE WORK IN RESEARCH METHODOLOGY

- (i) The registered candidates will be required to complete the Pre-Ph.D. Course Work in Research Methodology successfully **in one year after Enrolment/Registration of their Ph.D.**
- (ii) The Researcher having M.Phil. Degree shall be exempt from the Course Work.
- (iii) The Pre-Ph.D. Course Work will consist of following papers.
Paper I-Research Method – Primary
Module – I
Module - II
Paper II- Research Method – Advance
Module – III
Module – IV
Paper III- Teaching Assignments/ Publications
Part A – Teaching Assistance
Part B – Research Publication/ Assignments

Paper IV- Research and Publication Ethics - Induction Course²³

As per syllabus prescribed by UGC.

- (iv) The Paper-I shall be the Theory Paper of 100 (One Hundred) marks as per the syllabus of the RGNUL LL.M. First Semester Course of 'Legal Education and Research Methodology'.
- (v) The Researcher shall attend minimum 70% of lectures delivered on the subject along with the LL.M. class and shall appear in the end semester examination of that paper.
- (vi) The Researcher having LL.M. Degree from Rajiv Gandhi National University of Law, Punjab, Patiala or any other recognized University where paper of Research Methodology is part of the LL.M. Course curriculum shall be exempt from taking Paper I of the course work. In other cases, researchers holding LL.M. Degree may be exempted from attending theory classes but shall take the end term examination of Paper I.
 - (a) *"However, the Research Methodology consisting of Quantitative Method, Computer Application, Research Ethics & Review of Published Research shall be essential part of the 1st Paper of Course, if they have not studied the Research Methodology Work as per the UGC Notification 2016".²⁴*
- (vii) The Course work on Paper-II will consist of the following:
 - (A) Review of the Existing Literature related to the Research Topic
 - (B) Statement of Problem Under the Research.The End Semester Examination (ESE) of the Paper-II shall be of 50 marks in the form of submission of a Written Report to be evaluated by the Supervisor.
- (viii) The Paper-III 'Research Techniques to be Applied to the Topic Under Research' shall consist of two parts as under:
 - (A) Description of Research Tools and Techniques
 - (B) Application of Library and IT Techniques.

²³ Inserted (New Provision) by the decisions of Academic Council meeting dt. 25.01.2020 and Executive Council meeting dt. 08.02.2020 para 2 (18) vide UGC Notification No. D.O. No. F.1-1/2018 (Journal/CARE) dt. Dec. 2019 (See Annexure Pre-Ph.D. Course Work).

²⁴ Ibid.

This Paper-III shall be a Seminar Paper of 50 marks, to be evaluated by a panel comprising supervisor and two experts to be constituted by the Vice-Chancellor.

(ix) This Paper-IV shall consist of theory and practical and shall be of 100 marks.²⁵

(x) Minimum pass marks shall be 50% in each paper.²⁶

(Amendment approved by the Academic Council meeting dt. 25.01.2020 and Executive Council meeting dt. 08.02.2020 Para 2 (18).

8. THE RESEARCH ADVISORY COMMITTEE (RAC)

The Vice Chancellor shall constitute a Research Advisory Committee (RAC) which shall consist of **Vice-Chancellor as the Chairman of Ph.D. Programme**, Registrar, and one professors of RGNUL Punjab. The Vice Chancellor may nominate Two external members in the Research Advisory Committee in addition to internal members of RGNUL Punjab including the **Supervisor/Co-Supervisor**. The Research Advisory Committee will review the research proposals received by RGNUL for Ph.D. course. The reviewed proposals will be submitted to the Doctoral Committee for consideration and evaluation. The Research Advisory Committee will also guide the enrolled candidates in developing the study design and methodology of research. It will periodically review and assist in the implementation of the research works. For all the candidate enrolled for Ph.D Course. The Vice chancellor may appoint any additional external academician as member of RAC for the Ph.D. in Social Sciences, Humanities and English Language and Literature.

Dean Academics and Dean Research as the additional member of RAC.

(Amendment approved by the AC/EC meetings dated 28.12.2024/11.01.2025 Para EC-2 (AC-10).

9. DURATION OF THE PROGRAMME

²⁵ Ibid.

²⁶ Ibid.

- (i) The minimum and maximum time permissible for completion of the Ph.D. Degree shall be respectively as under:
Minimum period shall be **Three** years and Maximum **Six** years for both categories i.e. part-time and whole time researchers.
- (ii) The duration of the Ph.D. Programme and the time for submission of the thesis shall be counted from the date of "**Enrollment**"²⁷ of the candidate. **(Amendment approved by the Academic Council meeting dt. 19.06.2020 Para 4 and Executive Council meeting dt. 20.06.2020 Para 3 (4)).**
- (iii) **The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave once in the entire duration of Ph.D. for upto 240 days.**

10. FEE STRUCTURE*

Sr. No.	Mode of Fee	Fee
	Fee of Ph.D. Entrance Test – General Category SC/ST/SAP Category	Rs. 3000/- Rs. 2000/-
1.	Application Fee	Rs. 5000/-
2.	Enrolment Fee	Rs. 12,000/-
3.	Registration Fee	Rs. 20,000/-
3A.	Pre-Ph.D. Course Work Paper I and Paper IV	Rs. 20,000/-
4.	Annual Fee	Rs. 25,000/-
5.	[Library & Computer Lab Fee per annum]	Rs. 5000/-
6.	[Late submission of progress report after 31 st March / 30 th September each year and Annual Seminar after 31 st March each year]	Rs. 2000/- per half yearly
7.	Thesis Submission Fee	Rs. 40,000/-
8.	Fee for Extension of Time for Thesis submission by six month at a time.	Rs. 20,000/-
9.	Fee for one additional opportunity for the second viva-voce	Rs. 10,000/-
10.	Re-enrolment Fee	Rs. 15,000/-
11.	Re-submission of thesis fee	Rs. 20,000/-

²⁷ The word "Registration" substituted for "Enrollment" vide decision of Academic Council meeting dt. 19.06.2020 Para 4 and approved by the Executive Council meeting dt. 20.06.2020 Para 3 (4).

12.	Provisional Certificate Fee	Rs. 2000/-
13.	Change of Supervisor	Rs. 5000/-
14.	Change of Area of research	Rs. 15,000/-
15.	Thesis Evaluation Fee per report	Rs. 3500/- per thesis
16	Thesis Viva-voce	Rs. 20000/-
17.	Hostel Rent & Mess Charges	Rs. 10,000/- per month

(Amendment approved by the Academic Council/Executive Council meetings dated 08.2.2024 Para 4 and 13.2.2024 Para 2(ii) (AC-4).

Note: 50% of fee concession of Ph.D. Fee for the Internal Faculty Members registered at RGNUL, Punjab **(approved by the EC dated 20.11.2020 para 9)**

11. PROGRESS MONITORING

- (i) The research progress of each candidate shall be monitored by the Research Advisory Committee. The candidate shall submit Six Monthly (Bi-annual) Progress Reports. This report shall be submitted to the Office through the Research Supervisor latest by 31st March / 30th September every year for the work done during the year. After this date, the candidate shall pay the prescribed late fee.
- (ii) A candidate registered for the Ph.D. Degree shall be required to give an Annual Seminar each year before 31st March. After this date, the candidate shall pay a prescribed late fee. The Research Advisory Committee after review of the Progress Report may recommend:
 - (i) Continuation of the registration.
 - (ii) Continuation of the registration with suggestions to improve progress.
 - (iii) Termination of the registration.

12. PUBLICATION OF RESEARCH PAPER

The Researcher shall publish minimum **two** research paper relating directly to his / her area of doctoral research in a refereed journal before submission of the thesis for evaluation and shall produce evidence for the same in the form of a reprint of the aforesaid paper.
(Amendment approved by the Academic/Executive Council on 06.10.2022/07.10.2022 Para 2.10)

13. SUBMISSION OF THE THESIS

- (i) ~~At least one month before submission of the thesis.~~ The candidate

shall be required to present a Pre-Submission Seminar wherein he / she shall have to present and defend the findings of his / her research work. Thesis is required to be submitted within three months of the pre-submission seminar. **(Amendment approved by the AC/EC meetings dated 28.12.2024/11.01.2025 Para EC-2 (AC-10)).**

- (ii) The Pre-Submission Seminar shall be attended by the Faculty members, the post-graduate students and other invited experts, if any.
- (iii) The candidate shall submit the thesis to the University by incorporating various suggestions offered at the pre-submission seminar.
- (iv) The candidate shall submit four copies of the thesis to the University for evaluation, along with copy on Compact Disc (CD) and shall also comply with the following requirements:
 - (i) A certificate from the Research Supervisor to the effect that researcher has satisfactorily completed the research work under his/her supervision and that the thesis is fit for evaluation;
 - (ii) A declaration by the candidate and attested by the Supervisor to the effect that the research work is of original nature and has not been submitted or published elsewhere; and
 - (iii) The proof of prescribed evaluation fee having been paid.
- [(v) ²⁸**Instruction for the submission of Thesis:** The Researcher would be required to adhere to the following standards for submission of Ph.D. thesis:
Paper: A4-size paper
Thesis text: 12 pt. for English: Times New Roman; Line 1.5 spacing; Both side printing.
Foot note: The footnote (if any) shall be typed single spaced with Font Size 10 in RLR/Blue Book Format.
Page Numbering: All pages of the thesis shall be on the right bottom of the page in format (Page 1 of 100) except the preliminary pages which shall be numbered in lower case Roman Numerical (ii, iii, iv

²⁸ Inserted (New Provision) by the decisions of Academic Council meeting dt. 25.01.2020 and Executive Council meeting dt. 08.02.2020 Para 2 (18).

....).

Binding: Soft Flexible.

It is proposed that for the submission of Ph.D. Thesis a format needs to be specified. Annexure enclosed.]

14. EXTENSION OF TIME

In exceptional circumstances, the Vice-Chancellor, if deems it fit, may extend the period by six months at a time subject to maximum of two years. Thereafter, the registration of the candidate shall be deemed to be cancelled. For every extension, the candidate shall pay to the University the prescribed fee.

15. PLAGIARISM REPORT

- (i) Ph.D. thesis will be accepted for evaluation subject to verification that there is no plagiarism or other academic dishonesty.
- (ii) The researcher is required to submit a verification report, that the thesis meets the submission requirements, generated through Anti-Plagiarism Software available at the University Library through the Supervisor.

Note: Plagiarism in case of Ph.D. Synopsis/Thesis should not be more than 10% after applying all relevant filters. *(Approved by the Academic Council meeting dt. 25.01.2020 and Executive Council meeting dt. 08.02.2020 Para 2(18))*

(Amendment approved by the Academic/Executive Council on 06.10.2022/07.10.2022 Para 2.10)

16. EVALUATION OF THE THESIS AND THE VIVA-VOCE

- (i) **The Ph.D. thesis submitted by a Research Scholar shall be evaluated by his/her Research Supervisor (at the time of submission and shall give the certificate) and three External Examiners** selected by the Vice-Chancellor, out of a panel of seven external experts, recommended by the Research Advisory Committee and approved by the Vice-Chancellor for this purpose. The external examiners shall send their evaluation report in the prescribed form within a period of two months from the date of receiving the thesis.
- (ii) The reports of the External Examiners shall be opened by the Controller of Examination, who shall prepare a note of the reports specifically stating whether the Examiners have recommended the

award of degree or not. The said note shall be submitted to the Vice-Chancellor for further necessary action.

- (iii) If two out of three External Examiners recommend the award of degree, the Vice-Chancellor shall constitute a Board of Examiners for conducting the viva-voce examination of the candidate. The Board of Examiners for viva-voce shall consist of:
- (a) one of the external examiners who has evaluated the thesis
 - (b) supervisor/co-supervisor of the candidate
 - (c) nominee of the Vice-Chancellor

Any two members present, including the external examiner, at the viva shall be the quorum.

The viva-voce shall be held at RGNUL and it shall be an open viva. In the open viva, the Board of Examiners shall put questions to the candidate based on his/her research work including the questions, if any, sent by the Examiners who have evaluated the thesis. Relevant questions may also be asked to the candidate by any other person present in the viva-voce.

The report about the performance of the candidate shall be signed by the members of the Board of Examiners present in the viva-voce.

- (iv)
- (a) If the Board of Examiners for the viva-voce is satisfied with the performance of the candidate at the viva-voce, it shall submit a report to the Doctoral Committee in the prescribed form with the signatures of the members of the Board including that of the external examiner and specifically make recommendation for the award of the Ph.D. Degree or otherwise.
 - (b) In case the Board of Examiners finds that weaknesses or shortcoming pointed out by the External Examiners (who have otherwise recommended for award of degree) are such which must be rectified in the thesis, before the result for the award of degree is declared by the Doctoral Committee under regulation 13, it shall make a mention of this in the report to be submitted to the Doctoral Committee.
 - (c) In case report contains remarks by the Board of Examiners as mentioned in clause (ii) above, the Controller of Examiner shall inform the candidate to re-submit two hard copies and a CD ROM of the corrected thesis.

- (d) The Controller of Examiner shall put before the meeting of the Doctoral Committee the reports of the Board of Examiners submitted under clause (d) (i) or (ii) above alongwith corrected copy of thesis for its appraisal.
- (v) If the Board of Examiners is of the opinion that the candidate should not be considered for the award of the Ph.D. Degree, a report shall be sent to the Doctoral Committee with reasons to be recorded in writing.
- (vi) The Doctoral Committee may allow one additional opportunity for the viva-voce to the candidate on his application. The candidate shall pay the prescribed fee of Rs. 10,000/- (Rupees Ten Thousand Only) for the second viva-voce.
- (vii) At the re-viva-voce examination, the Vice-Chancellor may call other examiner to conduct the viva-voce and the decision of the Viva-Voce Examiner at this stage shall be final.
- (viii) **The proof of prescribed evaluation fee and Viva-Voce having been paid.²⁹**

17. REJECTION OF THE THESIS

Where the thesis fails to obtain approval of the majority of the examiners or where after viva-voce examination, the Board of Examiners does not recommend the award of Ph.D. Degree, the Doctoral Committee may decide:

- (i) That the thesis be rejected; or
- (ii) The thesis be re-submitted in a revised form within one year but not before six months from the date of communication in this regard.

The revised thesis shall be sent to the original panel of examiners. In case one or more of the original examiners are not available, additional examiners may be appointed. The same evaluation procedure shall be followed as that of original submission.

Only one re-submission shall be permissible on payment of fee of Rs. 15,000/- (Rupees Fifteen Thousand Only) as re-enrolment fee and

²⁹ Inserted (New Provision) by the decisions of Academic Council/Executive Council meetings dated 08.02.2024 (Para 4) and 13.02.2024 (Para 2(ii) (AC-4).

Rs. 15,000/- (Rupees Fifteen Thousand Only) as the re-submission fee. If the re-submitted thesis again fails at the evaluation process, there shall be no further re-submission on any ground whatsoever. **(Amendment approved by the Executive Council/Finance Committee meetings dated 29.12.2021 Para 22.6 (8) and 20.12.2022 Para 2.6 (7))**

18. AWARD OF DEGREE

If the two of the external examiners of the thesis recommend the award of the Ph.D. degree and the Viva-Voce Examiner having satisfied himself/herself on the basis of performance of the candidate in the Viva-Voce Examination, that the candidate has written the thesis himself/herself may recommend the award of the Ph.D. Degree to the Doctoral Committee. The Doctoral Committee would consider the reports of the examiners of the thesis and Viva-Voce Examination for arriving at a decision with regard to the award of the degree. The result of the Ph.D. Degree of a candidate be deemed to have been declared from the date of notification of award of Ph.D. Degree issued after the approval of the Doctoral Committee, accordingly the Registrar shall publish the result. The details of the each candidate successfully awarded Ph.D. degree shall be placed before the Academic/ Executive Council for information in the next meeting after notification of the Ph.D. degree. The Ph.D. Degree shall be awarded at the convocation of the University. The candidate, however, may obtain provisional certificate on the payment of the prescribed fee.

19. DEPOSITORY WITH INFLIBNET

1. Following the successful completion of the evaluation process and before the announcement of the award of Ph.D. Degree. University shall submit an electronic copy of the Ph.D. Thesis to the INFLIBNET.
2. Prior to the actual award of the degree University shall issue provisional certificate to the effect that the degree has been awarded in accordance with the provisions of UGC Regulations 2016.

3. Uploading the Ph.D. Thesis in Shodhganga Repository

The UGC Ph.D. regulations require the depository of the Thesis with Shodhganga. Research Scholar(s) who are submitting the Thesis and CD (in .pdf format) for the Shodhganga has to follow the Shodhganga

Repository Guidelines.

- (i) After the successful completion of the evaluation process and after the announcement of the award of the M. Phill./Ph.D. degree (s) the Examination Branch shall submit an electronic copy in pdf file of the Dissertation/Thesis to INFLIBNET, for hosting the same so as to make it accessible to all Institutions/Colleges.
- (ii) Examination Branch after the evaluation of Thesis may kindly send a CD of the Thesis in PDF format to the library, and then library will accordingly upload the same on Shodhganga.
- (iii) Research Scholar(s) who are submitting the Thesis and CD (in pdf. format) for the Shodhganga Repository has to follow the following guidelines:-
 - (a) Ph.D. Research data on CD by Candidate.
 - (b) Separate file for Title page, Certificates, summary and Chapter wise Ph.D. Thesis or Dissertation.
 - (c) Authenticate by Supervisor of CD as to exact replica of Print version.
 - (d) "Certificate of Originality" by Researcher and Plagiarism report and certificate of Supervisor.
 - (e) Contents of Thesis:-
 - Title page.pdf
 - Certificate of supervisor.pdf
 - Declaration by Researcher.pdf
 - Preface if needed.pdf
 - Acknowledgment.pdf
 - List Contents.pdf
 - List of Abbreviations.pdf
 - List of Cases.pdf
 - Chapters.pdf
 - Bibliography.pdf
 - List of Reference if any
 - List of Table/Figure (as applicable)
 - Summary
 - (f) The researcher is to give non – exclusive rights in the specified format to archive and distribute their doctoral work or LL.M. Dissertation work through "Shodhganga" as well as through University's IR in full text at the time of submission.

(Approved by the Executive Council at the meeting held on

08.06.2019 Para 23 (vi))

4. To ensure authentic research work from the inception itself, it is proposed that the plagiarism report of the synopsis shall also be generated by the Supervisor concerned at the time of submission of the Synopsis for the purpose of registration to the Ph.D. Program.
(Inserted (New Provision) by the Academic Council meeting dt. 25.01.2020 and Executive Council meeting dt. 08.02.2020 Para 2(18))

20. PUBLICATION OF THESIS

The publication of the thesis in the form of a book after award of Degree shall be allowed only after due written permission from the University is obtained by the Scholar.

21. REMOVAL OF DIFFICULTIES

If any difficulty arises in giving effect to the provisions of these Regulations, the Vice-Chancellor may by an order remove such difficulties. Such an action shall be reported in the next meeting to Academic Council for information.

22. GENERAL RULES

(1) Research Supervisor

- (i) (a) Any regular Professor of the University/College with atleast five research publications in refereed journals and any regular Associate/Assistant Professor of the University/College with a Ph.D. Degree and at least two research publications in refereed journals may be recognized as Research Supervisor.
(b) Only a full time regular teacher of the University can act as a Supervisor. External Supervisor are not allowed however Co-Supervisor can be allowed in inter-disciplinary areas from other departments of the University or from other related institutions with the approval of Research Advisory Committee.
- (ii) University shall allocate the supervisor/co-supervisor form amongst the regular faculty members depending on the number of students per faculty member the available specialization among the faculty supervisors and the research interest of the student.

- (iii) In cases, where for valid academic reasons, it is felt that the guidance of an additional Research Supervisor is desirable, the Co-Supervisor may be appointed for joint supervision, provided the research student makes such a request which is also supported by the main Research Supervisor.
- (iv) At any given time, the maximum number of research students working with a Research Guide, shall not be more than **eight** in case of a Professor; **six** in case of an Associate Professor; and **four** in case of an Assistant Professor. Joint Supervision shall be counted as half.
- (v) In case of relocation of a Ph.D. woman scholar due to marriage or otherwise the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided the research work does not pertain to project secured by parent institution/supervisor from any funding agency. The scholar will however give due credit to the parent guide and the institution for the part of research already done.

(2) Change of the Research Supervisor

The Doctoral Committee may consider the request of the candidate for change of the Research Supervisor. The candidate shall pay the prescribed fee for the change of the Research Supervisor. However, the request should be made at least six months prior to the date of submission of the thesis. This limitation shall not be applicable in the event of death of the Supervisor or otherwise in capacity of the Supervisor to continue supervision on health grounds or shifting to a distant place.

(3) Change of Area of Research

The change in the topic or area of research may be allowed by the Doctoral Committee on the recommendation of the Research Advisory Committee. However, such change is only permissible once during the entire period of registration. The candidate shall pay the prescribed fee for the change of topic.

(4) Cancellation of Registration

The registration of the candidate may be cancelled in any of the following circumstances, with the approval of the Vice-Chancellor if

the candidate:

- (i) fails to submit two continuous progress reports; or
- (ii) resigns from the Ph.D. Degree Programme and his/her cancellation recommended by the Research Advisory Committee; or
- (iii) research progress is found unsatisfactory by the Research Advisory Committee; or
- (iv) is found to be involved in any act of indiscipline or of misconduct, whatsoever.

(5) Quorum

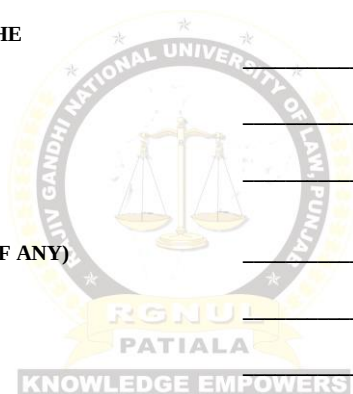
The quorum for all the committees provided herein shall be fifty percent of the total strength of the member of the Committee including the Chairman.

(6) Residuary Powers

- (i) Notwithstanding anything contained in the foregoing rules/regulations, the candidates shall be governed by the regulations and procedures framed/amended by the University from time to time.
- (ii) The Vice-Chancellor shall have power to take appropriate decision in case of any ambiguity or difficulty in interpretation of these rules.

REPORT OF THE BOARD OF EXAMINERS FOR VIVA-VOCE

1. NAME OF THE CANDIDATE	_____
2. REGISTRATION NO.	_____
3. TITLE OF THE THESIS	_____ _____ _____ _____
4. NAME AND ADDRESS OF THE SUPERVISOR	_____ _____ _____
5. NAME AND ADDRESS OF THE CO-SUPERVISOR (IF ANY)	_____ _____ _____ _____
5. FACULTY (LAW/SOCIAL SCIENCES)	_____
6. NAME AND ADDRESS OF THE EXTERNAL EXAMINER WHO CONDUCTED VIVA-VOCE	_____ _____ _____
7. NAME OF THE MEMBERS OF THE BOARD OF EXAMINERS FOR VIVA-VOCE	1. _____ 2. _____ 3. _____ 4. _____



(I) GENERAL COMMENTS ON PRESENTATION GIVEN BY THE CANDIDATE

(II) WHETHER THE CANDIDATE WAS ABLE TO DEFEND THE FINDINGS?

(III) WHETHER ANY CORRECTIONS/SUGGESTIONS AS PER REPORTS OF THE EVALUATION EXAMINERS NEED TO BE INCORPORATED IN THE THESIS BEFORE THE AWARD OF DEGREE?

NO []

YES []

IF YES, RELEVANT PORTIONS OF THE THESIS EVALUATION EXAMINERS' REPORTS INDICATING WEAKNESSES/SHORTCOMINGS/ SUGGESTIONS PLEASE BE MARKED AS 'A', 'B' 'C'... ON THE COPIES OF THE RESPECTIVE REPORTS.

(IV) WHETHER PH.D. DEGREE BE AWARDED?

(V) ANY OTHER REMARKS

(EXTERNAL EXAMINER)

(NOMINEE OF THE VICE-CHANCELLOR)

(SUPERVISOR)

(CO-SUPERVISOR)

Pre-Ph.D. Course Work of "Research and Publication Ethics (RPE)"

ANNEXURE

Course Title:

- **Research and Publication Ethics (RPE)**-Course for awareness about the publication ethics and publication misconducts.

Course Level:

- 2 Credit course (30 hrs.)

Eligibility:

- M.Phil., Ph.D. students and interested faculty members (It will be made available to post graduate students at later date)

Fees:

- As per University Rules

Faculty:

- Interdisciplinary Studies

Qualifications of faculty members of the course:

- Ph.D. in relevant subject areas having more than 10 years' of teaching experience

About the course

Course Code: CPE- RPE

Overview

- This course has total 6 units focusing on basics of philosophy of science and ethics, research integrity, publication ethics. Hands-on-sessions are designed to identify research misconduct and predatory publications. Indexing and citation databases, open access publications, research metrics (citations, h-index, Impact Factor, etc.) and plagiarism tools will be introduced in this course.

Pedagogy:

- Class room teaching, guest lectures, group discussions, and practical sessions.

Evaluation

- Continuous assessment will be done through tutorials, assignments, quizzes, and group discussions. Weightage will be given for active participation. Final written examination will be conducted at the end of the course.

Course structure

- The course comprises of six modules listed in table below. Each module has 4-5 units.

Modules	Unit title	Teaching hours
Theory		
RPE 01	Philosophy and Ethics	4
RPE 02	Scientific Conduct	4
RPE 03	Publication Ethics	7
Practice		
RPE 04	Open Access Publishing	4
RPE 05	Publication Misconduct	4
RPE 06	Databases and Research Metrics	7
	Total	30

Syllabus in detail

THEORY

- RPE 01: PHILOSOPHY AND ETHICS (3 hrs.)**
 1. Introduction to philosophy: definition, nature and scope, concept, branches
 2. Ethics: definition, moral philosophy, nature of moral judgements and reactions
- RPE 02: SCIENTIFIC CONDUCT (5hrs.)**
 1. Ethics with respect to science and research
 2. Intellectual honesty and research integrity
 3. Scientific misconducts: Falsification, Fabrication, and Plagiarism (FFP)
 4. Redundant publications: duplicate and overlapping publications, salami slicing
 5. Selective reporting and misrepresentation of data
- RPE 03: PUBLICATION ETHICS (7 hrs.)**
 1. Publication ethics: definition, introduction and importance
 2. Best practices / standards setting initiatives and guidelines: COPE, WAME, etc.
 3. Conflicts of interest
 4. Publication misconduct: definition, concept, problems that lead to unethical behavior and vice versa, types
 5. Violation of publication ethics, authorship and contributorship
 6. Identification of publication misconduct, complaints and appeals
 7. Predatory publishers and journals

PRACTICE

- RPE 04: OPEN ACCESS PUBLISHING(4 hrs.)**

1. Open access publications and initiatives
2. SHERPA/RoMEO online resource to check publisher copyright & self-archiving policies
3. Software tool to identify predatory publications developed by SPPU
4. Journal finder / journal suggestion tools viz. JANE, Elsevier Journal Finder, Springer Journal Suggester, etc.

• **RPE 05: PUBLICATION MISCONDUCT (4hrs.)**

A. Group Discussions (2 hrs.)

1. Subject specific ethical issues, FFP, authorship
2. Conflicts of interest
3. Complaints and appeals: examples and fraud from India and abroad

B. Software tools (2 hrs.)

Use of plagiarism software like Turnitin, Urkund and other open source software tools

• **RPE 06: DATABASES AND RESEARCH METRICS (7hrs.)**

A. Databases (4 hrs.)

1. Indexing databases
2. Citation databases: Web of Science, Scopus, etc.

B. Research Metrics (3 hrs.)

1. Impact Factor of journal as per Journal Citation Report, SNIP, SJR, IPP, Cite Score
2. Metrics: h-index, g index, i10 index, altmetrics

References

- Bird, A. (2006). *Philosophy of Science*. Routledge.
- MacIntyre, Alasdair (1967) *A Short History of Ethics*. London.
- P. Chaddah, (2018) *Ethics in Competitive Research: Do not get scooped; do not get plagiarized*, ISBN-978-9387480865
- National Academy of Sciences, National Academy of Engineering and Institute of Medicine. (2009). *On Being a Scientist: A Guide to Responsible Conduct in Research: Third Edition*. National Academies Press.
- Resnik, D. B. (2011). What is ethics in research & why is it important. *National Institute of Environmental Health Sciences*, 1–10. Retrieved from <https://www.niehs.nih.gov/research/resources/bioethics/whatis/index.cfm>
- Beall, J. (2012). Predatory publishers are corrupting open access. *Nature*, 489(7415), 179–179. <https://doi.org/10.1038/489179a>
- Indian National Science Academy (INSA), *Ethics in Science Education, Research and Governance*(2019), ISBN:978-81-939482-1-7. http://www.insaindia.res.in/pdf/Ethics_Book.pdf

Sr. No.: Roll No.:

RAJIV GANDHI NATIONAL UNIVERSITY OF LAW, PUNJAB
 Established under the Punjab Act No. 12 of 2006
 (Accredited with 'A' Grade by NAAC)


 KNOWLEDGE EMPOWERS

RESULT-CUM-DETAILED MARKS CARD
 FOR COURSE WORK OF Ph.D. PROGRAMME
 (COMPLIANT WITH UGC (MINIMUM STANDARDS AND PROCEDURE
 FOR AWARD OF M-PHIL/PH.D. DEGREE) REGULATION, 2009)

Batch

☐ LAW ☐ SOCIAL SCIENCES ☐ LANGUAGE

Name:
 Father's Name:
 Mother's Name:
 Registration No.:

SUBJECT-WISE DETAIL OF MARKS / GRADES

S. No.	Subject	Marks Obtained	Marks Scheme			
			Min.	Max.	Grade Point Secured	Credit
1.	Research Methodologies Including Quantitative Analysis	Th./Prac.	50	100		2
2.	Review of Literature and Scope of Work	Prac.	25	50		1
3.	Research Techniques to be Applied to the Topic Under Research	Prac.	25	50		1
4.	Research and Publication Ethics (RPE)	Th./Prac.	50	100		2
Total			150	300		6

PASS ☐ FAIL ☐

Passed Securing:
 Grade:

Place:
 Dated: Registrar

For Scheme of Grades see overleaf

Sr. No.	Score (%)	Grade Point	Grade
1	Above 80	10	(O) Outstanding
2	75-80	9.5	(E) Excellent
3	70-74	9.0	(D) Distinction
4	65-69	8.5	(A+) High First Class
5	60-64	8.0	(A) First Class
6	55-59	7.5	(B+) High Second Class
7	50-54	7.0	(B) Second Class
8	Below 50	0.0	(F) Fail

Prepared by : _____

Full Signature : _____

Checked by : _____

Superintendent Exam : _____

Controller of Examination

CERTIFICATE This is to certify that Mr. / Ms. _____ S/o, D/o, Mr./Ms. _____ has appeared in Ph.D. Course Work Examination in the subject _____ _____ under the Faculty of _____ under Roll No. _____ and Registration No. _____ conducted in the Year _____ and has qualified the Ph.D. Course Work Examination as per RGNUL University Regulations. He / She fulfils the eligibility criteria according to University Grants Commission (Minimum Standard for Award of Ph.D. Degree) Regulations. Ph.D. Coordinator	Photo Registrar
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KNOWLEDGE EMPOWERS

PART-IV – SECTION-F

POST DOCTORAL RESEARCH REGULATIONS³⁰
***(Amendment approved by the Executive Council/Academic Council
at their respective meetings held on 25.07.2019 Para 2 (7))***

1. OBJECTIVE

The objectives of Post Doctoral Research are to provide higher quality learning and training to qualified academicians/professionals in law/related subjects

2. ELIGIBILITY

For the Post Doctoral research work a researcher must have a doctoral degree from a recognized University.

³¹**Registration of Post-Doctoral Research (LL.D.),** the following:

- (i) The intending researcher(s) must have experience of successfully supervised PG/LL.M./M.Phil. Dissertation and
- (ii) The researcher(s) must have at least one year of Teaching Experience at UG/PG level at the University / College after obtaining the Ph.D. Degree
- (iii) The researcher(s) must have published a minimum of three publications in reputed peer-reviewed Journal / UGC Care listed Journals/Scopus Indexed/Web of Science journals during the last five years or books published by national or internationally reputed publisher.
- (iv) Two recommendation letters from eminent experts in the field of proposed research.

***(Amendment approved by the AC/EC meetings dated
28.12.2024/11.01.2025 Para 2 (AC-11))***

³⁰ The present amended Regulations for Post-Doctoral Research (LL.D.) Degree, shall also be applicable to the existing enrolled candidates.

³¹ (Inserted (New Provision) by the Executive Council meeting dt. 07.10.2022 and Academic Council meeting dt. 06.10.2022 Para (2.11))

3. SELECTION PROCESS

- (1) Application of a post doctoral research shall be entertained after approval of the Academic Council.
- (2) The topic/research proposal shall be approved by the Committee of three experts appointed by the Vice-Chancellor. The Committee may also interview the researcher.
- (3) The Committee shall look into the potential of the researcher in advanced learning/research.

4. SUPERVISOR

- (1) The Expert Committee shall approve the name of the Supervisor(s) after finding the suitability as to the topic of research.
- (2) Supervisor of a post doctoral research shall only be a Professor with doctoral degree and adequate research experience of guiding at least five doctoral researchers.

5. ENROLLMENT

A researcher shall be enrolled on recommendation of the Expert Committee referred above.

6. DURATION OF THE PROGRAMME

The minimum and maximum time permissible for completion of the Post Doctoral Degree shall be as under:

- (i) Minimum period shall be **Three** years and Maximum **Five** years for both categories i.e. part-time and full time researchers.
- (ii) The duration of the Post-Doctoral Research and the time for submission of the thesis shall be counted from the date of Registration of the candidate.
- (iii) In exceptional circumstances, the Vice-Chancellor, if deems it fit, may extend the period by **Six** months at a time subject to maximum of **One** year which shall not exceed the total duration of six year. Thereafter, the registration of the candidate shall be deemed to be cancelled.

7. FEE STRUCTURE

The Fee for Post-Doctoral Degree shall be as follows:

Sr. No.	Mode of Fee	Proposed
1.	Application Fee	Rs. 5000/-
2.	Enrolment Fee	Rs. 12000/-
3.	Registration Fee	Rs. 20,000/-
4.	Annual Fee	Rs. 25,000/-
5.	Library & Computer Lab Fee	Rs. 5000/-
7.	Thesis Submission Fee	Rs. 40,000/-
8.	Fee for Extension of Time for Thesis submission by six month at a time.	Rs. 20,000/-
9.	Re-enrolment Fee	Rs. 15,000/-
10.	Re-submission of thesis fee	Rs. 20,000/-
11.	Provisional Certificate Fee	Rs. 2000/-
12.	Change of Supervisor	Rs. 5000/-
13.	Change of Area of research	Rs. 15,000/-
14.	Thesis Evaluation Fee per report	Rs. 3500/- per thesis
15.	Thesis Viva-voce	Rs. 20000/-

Amendment approved by the Academic Council/Executive Council meetings dated 08.2.2024 Para 4 and 13.2.2024 Para 2(ii) (AC-4).

Note: 50% of fee concession of Ph.D. Fee for the Internal Faculty Members registered at RGNUL, Punjab (**approved by the EC dated 20.11.2020 para 9**)

8. APPLICABILITY OF Ph.D. REGULATION

The research progress of each candidate shall be monitored by the Research Advisory Committee. *The candidate shall submit Annual Progress Reports. This report shall be submitted to the Office through the Research Supervisor latest by 31st March every year for the work done during the year. After this date, the candidate shall pay the prescribed late fee.*

A candidate registered for the Post- Doctoral (LL.D.) Research shall be required to give an Annual Seminar each year before 31st March. After this date, the candidate shall pay a prescribed late fee. The Research Advisory Committee after review of the Progress Report may recommend:

- (i) Continuation of the registration.

- (ii) Continuation of the registration with suggestions to improve progress.
- (iii) Termination of the registration.

In the absence of any specific rule the RGNUL Ph.D. Regulations, 2017 for Registration, Progress and Evaluation shall be applicable *mutatis mutandi* on Post-Doctoral Research except the requirement of Course Work.

(Amendment approved by the Executive Council meeting dt. 07.10.2022 and Academic Council meeting dt. 06.10.2022 Para (2.11))

9. SUBMISSION OF THE THESIS/POST DOCTORAL RESEARCH WORK

The candidate shall submit four copies of the thesis post-Doctoral Research work to the University for evaluation, along with a copy of it on Compact Disc (CD) and shall also comply with the following requirements:

- (i) A certificate from the Research Supervisor to the effect that researcher has satisfactorily completed the research work under his/her supervision and that the thesis is fit for evaluation;
- (ii) A declaration by the candidate to the effect that the research work is of original nature and has not been submitted or published elsewhere.

10. For the submission of the Post-Doctoral Thesis, the existing guidelines relating to anti-plagiarism will be followed.

11. EVALUATION OF THE THESIS/ POST DOCTORAL RESEARCH WORK

- (i) **The Post-Doctoral Thesis/Research work submitted by a Research Scholar shall be evaluated by his/her Research Supervisor (at the time of submission and shall give the certificate as mentioned in clause 9(i) above) and three External Examiners** selected by the Vice-Chancellor, out of a panel of seven external experts, recommended by the Research Advisory Committee and approved by the Vice-Chancellor for this purpose. The external examiners shall send their evaluation report within a period of two months

from the date of receiving the thesis/ Post-Doctoral Research Work.

- (ii) The reports of the External Examiners shall be opened by the Controller of Examination, who shall prepare a note of the reports specifically stating whether the Examiners have recommended the award of degree or not. The said note shall be submitted to the Vice-Chancellor for further necessary action.
- (iii) Where the thesis/Post-Doctoral Research Work. fails to obtain approval of the majority of the examiners, the thesis will be sent to the fourth examiner, appointed in the same manner as prescribed above.
- (iv) **The proof of prescribed evaluation fee and Viva-Voce having been paid.**³²

12. AWARD OF DEGREE

If the two of the external examiners of the thesis recommend the award of the Post-Doctoral Degree, the same will be sent to the Doctoral Committee. The **Doctoral Committee** would consider the reports of the examiners of the thesis for arriving at a decision with regard to the award of the LL.D. degree. ***The result of the Post Doctoral Degree (LL.D.) of the candidate be deemed to have been declared from the date of notification of award of Post-Doctoral Degree (LL.D.) issued after the approval of the Executive Council.*** The Registrar shall publish the result. The Post-Doctoral Degree (LL.D.) shall be awarded at the Convocation of the University. The candidate, however, may obtain provisional certificate.

13. GENERAL RULES

(1) Change of the Research Supervisor

The Doctoral Committee may consider the request of the candidate for change of the Research Supervisor. The candidate shall pay the prescribed fee for the change of the Research Supervisor. However, the request should be made at least six months prior to the date of submission of the thesis. This limitation shall not be applicable in the

³² Inserted (New Provision) by the decisions of Academic Council/Executive Council meetings dated 08.02.2024 (Para 4) and 13.02.2024 (Para 2(ii) (AC-4).

event of death of the Supervisor or otherwise in capacity of the Supervisor to continue supervision on health grounds or shifting to a distant place.

(2) Change of Area of Research

The change in area of research may be allowed by the Doctoral Committee on the recommendation of the Research Advisory Committee. However, such change is only permissible once during the entire period of registration. The candidate shall pay the prescribed fee for the change of topic.

(3) Quorum

The quorum for all the committees provided herein shall be fifty percent of the total strength of the member of the Committee including the Chairman.

(4) Residuary Powers

- (i) Notwithstanding anything contained in the foregoing rules/regulations, the candidates shall be governed by the regulations and procedures framed/amended by the University from time to time.
- (ii) The Vice-Chancellor shall have power to take appropriate decision in case of any ambiguity or difficulty in interpretation of these rules.

14. DEPOSITORY WITH INFLIBNET

1. Following the successful completion of the evaluation process and before the announcement of the award of LL.D. Degree, the University shall submit an electronic copy of the LL.D. Thesis/Post-Doctoral Research Work to the INFLIBNET.
2. Prior to the actual award of the degree University shall issue provisional certificate to the effect that the degree has been awarded in accordance with the provisions of UGC Regulations 2016.
3. **Uploading the LL.D. Thesis/Post-Doctoral Research Work in Shodhganga Repository**

The UGC Ph.D. regulations require the depository of the Thesis with Shodhganga. Research Scholar(s) who are submitting the Thesis and

CD (in pdf. format) for the shodhganga has to follow the shodhganga Repository guidelines. The same shall also apply to LL.D. candidates.

- (i) After the successful completion of the evaluation process and after the announcement of the award of the LL.D. degree the Examination Branch shall submit an electronic copy in pdf file of the Thesis/ Post-Doctoral Research Work to INFLIBNET, for hosting the same so as to make it accessible to all Institutions/Colleges.
- (ii) Examination Branch after the evaluation of Thesis/ Post-Doctoral Research Work may kindly send a CD of the Thesis/ Post-Doctoral Research Work in PDF format to the library, and then library will accordingly upload the same on Shodhganga.
- (iii) Research Scholar(s) who are submitting the Thesis/ Post-Doctoral Research Work and CD (in pdf format) for the Shodhganga Repository has to follow the following guidelines:-
 - (a) LL.D. Research data on CD by Candidate.
 - (b) Separate file for Title page, Certificates, summary and Chapter wise LL.D. Thesis/ Post-Doctoral Research Work.
 - (c) Authenticate by Supervisor of CD as to exact replica of Print version.
 - (d) "Certificate of Originality" and Plagiarism report by the candidate.
 - (e) Contents of Thesis:-
 - Title page.pdf
 - Certificate of supervisor.pdf
 - Declaration by Researcher.pdf
 - Preface if needed.pdf
 - Acknowledgment.pdf
 - List Contents.pdf
 - List of Abbreviations.pdf
 - List of Cases.pdf
 - Chapters.pdf
 - Bibliography.pdf
 - List of Reference if any
 - List of Table/Figure (as applicable)
 - Summary
 - (f) The researcher is to give non – exclusive rights in the specified format to archive and distribute their Post-Doctoral work through

“Shodhganga” as well as through University’s IR in full text at the time of submission.

15. PUBLICATION OF THESIS

The publication of the thesis/ Post-Doctoral Research Work in the form of a book after award of LL.D. Degree shall be allowed only after due written permission from the University is obtained by the Research Scholar.

16. REMOVAL OF DIFFICULTIES

If any difficulty arises in giving effect to the provisions of these Regulations, the Vice-Chancellor may by an order remove such difficulties. Such an action shall be reported in the next meeting to Academic Council for information.

17. POST DOCTORAL DEGREE THESIS FORMAT

The Layout of the Post-Doctoral Thesis

The Post-Doctoral thesis should comply with the following specifications

- o Title Page (Annexure 1)
- o Declaration (Annexure 2)
- o Certificate (Annexure 3)
- o Degree (Annexure 4)
- o Acknowledgements
- o Abbreviations if any
- o Contents
- o List of Tables (where applicable)
- o List of Figures (where applicable)
- o Text of thesis (Chapter scheme may vary depending upon the subject)

18. SUBMISSION GUIDELINES

Instruction for the submission of Thesis: The Researcher would be required to adhere to the following standards for submission of Post Doctoral thesis:

Paper: A4-size paper

Thesis text: 12 pt, for English: Times New Roman / Arial; line 1.5 spacing

Foot note: The footnote (if any) shall be typed single spaced with Font Size 10 in RLR/Blue Book Format.



Annexure-1

TITLE PAGE

TITLE OF THESIS / POST DOCTORAL RESEARCH WORK A THESIS Submitted to the RAJIV GANDHI NATIONAL UNIVERSITY OF LAW, PUNJAB for the award of POST-DOCTORAL DEGREE (LL.D.) Year Name of the Candidate  RAJIV GANDHI NATIONAL UNIVERSITY OF LAW, PUNJAB	Times New Roman font 14 Pt. Bold , CAP Times New Roman 14 Pt., Bold, CAP Times New Roman font 14 Pt. Bold
---	--

Annexure-2

CERTIFICATE BY THE SUPERVISOR

This is to certify that the Thesis/Post-Doctoral Research entitled "Title of Thesis....." submitted byName of student..... under my supervision is worthy of consideration for the award of the Post-Doctoral Degree (LL.D.).

Signature of the Co-supervisor

Name:

Designation:



Signature of the Supervisor

Name:

Designation:

Annexure-3

DECLARATION BY THE CANDIDATE

I,, certify that the Thesis/Post-Doctoral Research Work on ".....TITLE OF THE THESIS/POST-DOCTORAL RESEARCH WORK....." is my own bonafide research work carried out by me under the supervision ofNAME OF THE SUPERVISOR..... and the Co-supervision ofNAME OF THE CO-SUPERVISOR..... from to at Department of, RGNUL, Punjab. The present Thesis/Post-Doctoral Research Work has not been submitted for the award of any other degree/diploma to any other Institution/University.

I declare that I have faithfully acknowledged, given credit to and referred to the research work cited in the text and the body of the Thesis/Post-Doctoral Research Work. I further certify that I have not wilfully incorporated without acknowledging any work, para, text, data, results, etc. reported in the journals, books, magazines, reports, dissertations, theses, etc., or available at web-sites and included them in the Thesis/Post-Doctoral Research Work and cited as my own work. I also declare that I have adhered to all principles of academic ethics, honesty and integrity and have not misrepresented or fabricated or falsified any data/fact/source in my submission. I understand that any violation of the above will leave to disciplinary action by the University and cancellation of the degree.

Date:
Place : Patiala

Signature of the candidate
(Name of the candidate)

Annexure-4

Roll No.: 000	Specimen RAJIV GANDHI NATIONAL UNIVERSITY OF LAW, PUNJAB (Established under Punjab Act No. 12 of 2006) (Accredited with 'A' Grade by NAAC)	Registration No.: 00/00/RGNUL/0000
Hologram		Photo
<i>Having been examined and declared successful under the University Regulations and upon the recommendations of the Academic Council and the Executive Council of the University,</i> the degree of Post Doctoral Research (LL.D.) is awarded to Name of the Candidate No / D/o Mr. Father Name Mother's Name: Ms. Mother Name For the Thesis / Post Doctoral Research entitled "Title of the thesis / Post Doctoral Research" In the Faculty of Law / Language / Social Sciences Given under the Seal of this University		
Registrar	Vice-Chancellor	Chancellor



Serial No. : 000
Prepared by :
Checked by :
Supdt. (Exam.):

Controller of Examinations

RGNUL Gazette Notification No. ____/00 dated 00.00.0000
Issued at Patiala

PART-IV – SECTION-G

**AWARD OF JUNIOR RESEARCH FELLOWSHIPS IN LAW AND
SOCIAL SCIENCES WITH LAW**

*(Approved by the Executive Council at its meeting held on 30.10.2009 Para 21)
(Amendment approved by the Academic Council meeting dt. 25.01.2020
and Executive Council meeting dt. 08.02.2020 Para 2 (17))*

The University shall follow the UGC Rules/Guidelines in the implementation of the scheme for the award of UGC Junior Research Fellowships, as laid down by the University Grants Commission from time to time.

(1) Objectives

The objective of the JRF scheme is to provide opportunities to the NET-Qualified candidates to undertake advanced studies and research leading to Ph.D. Degrees in Law and Social Sciences.

(2) Eligibility

- (i) The Junior Research Fellowship (JRF) Scheme of the University Grants Commission (UGC) is open to the candidates who qualify in the National Eligibility Test (NET) of the UGC and the UGC-Council of Scientific and Industrial Research (CSIR) joint test with the following minimum qualifications as laid down by the UGC.
- (ii) [However, the registration for the M.Phil./PhD. is made by the Universities/ Institutions/ Colleges within stipulated period of two years from the date of declaration of result or date of issue of award letter/date of joining the fellowship].³³

(3) Nature of Assistant available under the Scheme

The tenure of fellowship is initially for two years under the JRF scheme. Upon expiry of this period, the work of the fellow will be evaluated by a committee constituted by the Vice-Chancellor for this purpose. If the research work is found satisfactory, his/her tenure will be extended for a further period of three years under the enhanced emoluments of the Senior Research Fellowship (SRF). In case the work for the first two years is not found satisfactory, an additional year will be given to him/her for improvement. However,

³³ Replaced by the decisions of the Academic Council meeting dt. 25.01.2020 and Executive Council meeting dt. 08.02.2020 Para 2 (17))

during this period he/she will be designated as a Junior Research Fellow. In such cases, his/her work will be evaluated again after one year, and if improvement is found, satisfactory the Fellow will get two more years under the SRF. Thus, the total period of fellowship (JRF and SRF) is five years, with no further provision of extension.

(4) Amount of Fellowship³⁴

- 1) The revised rates of Fellowship amount under the UGC Scheme for Junior Research Fellowship / Senior Research Fellowship in Science, Humanities and Social Sciences (UGC-NET) given as under:

Sr. No.	Name of Fellowship Scheme	Existing Fellowship Amount (Rs. Per month)	Revised Fellowship Amount (Rs. Per month)
1.	JRF in Science, Humanities & Social Sciences (UGC-NET)	Rs. 25,000/- P.M.	Rs. 31,000/- P.M.
2.	SRF in Science, Humanities & Social Sciences (UGC-NET)	Rs. 28,000/- P.M.	Rs. 35,000/- P.M.

- 2) The above revised rates of Fellowship are applicable w.e.f. 01.01.2019.
- 3) The HRA at the revised rate of 8%, 16% and 24% is allowed as per Govt. of India norms as applicable in the city/location where the research fellows are working.
- 4) The other terms and conditions will remain same as per the UGC XII Plan JRF guidelines.

(5) Contingency³⁵

(i)	Rs. 10,000/- per annum for initial two years	(Humanities & Social Sciences)
(ii)	Rs. 20,500/- per annum for remaining tenure	(Humanities & Social Sciences)

³⁴ Replaced by the decision of the Academic Council meeting dt. 25.01.2020 and Executive Council meeting dt. 08.02.2020 Para 2 (17))

³⁵ Replaced by the decision of the Academic Council meeting dt. 25.01.2020 and Executive Council meeting dt. 08.02.2020 Para 2 (17))

(6) Escort / Reader Assistance³⁶

Rs. 2,000/- per month in case of physically Handicapped & blind candidates.

(7) House Rent Allowance

- [(i) Suitable single-seated hostel accommodation may be provided to the candidates in the institutions. In such cases, the fellow is eligible to draw only hostel fees excluding mess, electricity, water charges, etc. A certificate to this effect is to be furnished through the Registrar / Director / Principal. HRA is not permissible for those candidates who are staying in Hostel accommodation.
- (ii) In case of non-availability of hostel accommodation, the fellow may be provided with single accommodation by the host institution. In such cases, the rent paid by the fellow on actual basis may be reimbursed subject to the ceiling of HRA as per Govt. of India norms.
- (iii) If the fellow makes her own arrangements of accommodation, she may be entitled to draw HRA as per categorization of cities by the Govt. of India.]³⁷

(8) Medical Allowance

No separate/fixed medical assistance is provided to the fellows. However, the Fellow may avail of the medical facilities available in the University.

(9) Leave Entitlement

- [(i) Fellows are entitled for a maximum period of 30 days of leave in a year in addition to public holidays. They are not entitled to any other vacations.
- (ii) Candidates are eligible 135 days for maternity and 10 days for Paternity leave twice in the entire career as per Govt. of India norms issued from time to time at full rates of fellowship once during the tenure of their award.
- (iii) Beside this an 'Intermittent Break' for a maximum period of 1 year may also be permissible to the women candidates. The leave can be availed 3 times during the entire period of fellowship. However, the

³⁶ Inserted (New Provision) by the decision of the Academic Council meeting dt. 25.01.2020 and Executive Council meeting dt. 08.02.2020 Para 2 (17))

³⁷ Replaced by the decision of the Academic Council meeting dt. 25.01.2020 and Executive Council meeting dt. 08.02.2020 Para 2 (17))

total duration of leave shall not exceed one year. This Flexi Time period should not be counted towards the tenure of the fellowship and thus effectively the total period of fellowship will remain the same.

- (iv) **Academic Leave:-**Academic leave without fellowship shall be permissible only for one year throughout the tenure (for any kind of academic assignment/teaching/ foreign visit in connection with research work). The period of leave without fellowship will be counted towards the tenure. Expenditure on foreign visit in connection to research work cannot be claimed from UGC.

Note: All kinds of leave should be approved at the level of the University/College/Institute. Prior approval of the University/ Institution/ College is mandatory for all types of leaves.]³⁸

(10) Tenure of Fellowship³⁹

These are integrated five year fellowship for M.Phil. and Ph.D. subject academic criteria in force for selection of Ph.D. programme.

The duration of fellowship is as under:-

Name of the course	Maximum duration	Admissibility of JRF and SRF	
		JRF	SRF
M.Phil. +Ph.D	5 years	2 years	Remaining 3 years
Ph.D	5 years	2 years	Remaining 3 years

Tenure of fellowship is for five years from the date of joining. M. Phil is for two years. Fellowship will be granted upto date of submission of Ph.D. Thesis or 5 years whichever is earlier.

(11) Joining in Fellowship & Registration in Ph.D.⁴⁰

- (i) The candidate must join the fellowship within 6 months from date of issue of the award letter.
- (ii) For the candidates already registered/admitted in Ph.D./M.Phil., the fellowship shall commence from the declaration of UGC NET-JRF/ CSIR-UGC-NET-JRF result, whichever is applicable.

³⁸ Replaced by the decision of the Academic Council meeting dt. 25.01.2020 and Executive Council meeting dt. 08.02.2020 Para 2 (17))

³⁹ Inserted (New Provision) by the decision of the Academic Council meeting dt. 25.01.2020 and Executive Council meeting dt. 08.02.2020 Para 2 (17))

⁴⁰ Ibid.

- (iii) For the candidates who are not yet registered/admitted in Ph.D./M.Phil., the fellowship shall commence from the date of joining as a research fellow in M.Phil/Ph.D. programme
- (iv) The tenure of the fellowship is of five years from date of commencement of fellowship.
- (v) In case of integrated Ph.D. or M.Phil. to Ph.D., the maximum tenure is 5 years including M.Phil. period of fellowship.
- (vi) Registration for Ph.D. is mandatory within 2 years from the date of joining as a research fellow. If candidate has not registered himself/herself within 2 years from date of joining, then fellowship will be discontinued upto his registration for Ph.D.
- (vii) In the cases where the fellowship has been discontinued as per clause (vi) above, the fellowship may be resumed after the registration in Ph.D. within 5 years from the commencement of fellowship subject to satisfactory performance (verified by Supervisor and counter signed by the Registrar/ Principal / Director of the University / College / Institute concerned). However, the tenure of fellowship in such cases will be limited to 5 years from the date of joining in fellowship including the M.Phil. period of fellowship.

(12) Procedure for release of grants by the UGC⁴¹

- (i) **Joining:-** On receipt of the Joining Report in the prescribed proforma (**Annexure-II**) and eligibility certificate from the university/institution, the UGC office will accept the candidature of the Fellow and will release the first installment of admissible grants to the individual JRFs as per norms.
- (ii) **Continuation Certificate:-** At the end of every three months a 'Continuation Certificate' in the prescribed proforma as per Annexure-III. This will make the fellow eligible to draw the fellowship for the next three months.

(13) Disbursement of fellowship for NON-DBT/Legacy Cases⁴²

UGC has developed a dedicated web portal (<https://scholarship.canarabank.in/AdminLogin.aspx>) for capturing data for eligible scholars through which the legacy cases (Non-DBT)

⁴¹ Ibid.

⁴² Ibid.

shall be transferred on DBT platform. The Universities/ Colleges/ Institutions will submit the master data of the eligible beneficiaries on the portal with a unique users profile (user name and password). The bank account numbers of the beneficiaries will be validated through PFMS for creation of beneficiary ID.

The Universities/Institutions/ Colleges shall update the information in the master data (regarding continuation, HRA, up-gradation, resignation etc.) of the beneficiaries monthly. Based on the master data received from the concerned Universities / Institutions / Colleges the payment of the fellowship will be made to the beneficiaries.

(14) Aadhar Seeding⁴³

The Ministry of Human Resource Development, Government of India vide its letter D.No. No18-7/2013-U1A dated 10th June, 2016 has instructed the University Grants Commission that from the financial year 2016-17 onward the Aadhar has been mandatory for disbursement of all Government subsidies/Scholarships/Fellowships which are to be disbursed directly to the beneficiary's account.

(15) Transfer of the Research Place⁴⁴

Transfer of the Research Place should be done by university concerned under the intimation to UGC and designated agency. Transfer of Research place will be allowed only once during the entire tenure.

(16) Resignation from the Fellowship⁴⁵

Resignation of the candidate will be forwarded by the concerned university to the UGC designated agency under intimation to the UGC office.

- Departmental Assistance will not be given under the DBT disbursement mode.
- Fellowship/scholarship shall be disbursed once in every 3 months.

⁴³ *Ibid.*

⁴⁴ *Ibid.*

⁴⁵ *Ibid.*

(17) Procedure for Monitoring the Progress of the Scheme⁴⁶

The performance of the Junior or Senior Research Fellow shall be monitored by their respective supervisor/guide and reflected in the half yearly progress report submitted to the University for submission to the UGC office.

On completion of first two years of the award, the Fellow may apply to the University for up-gradation to Senior Research Fellowship (SRF). For this purpose, a three member Committee consisting of the Registrar, Supervisor and one Outside Expert of the concerned subject will be constituted by the Vice-Chancellor to evaluate the research work done by the Fellow. On the Recommendations/ Comments of the aforesaid Committee, the Fellow will be upgraded to the level of SRF and his/her fellowship amount will be accordingly enhanced with the approval of the UGC.

The concerned Research Centre will monitor the work of the Fellow continuously. He/She shall not accept or hold any position, paid or otherwise, or receive emoluments, salary, stipend, etc. etc. from any other sources, whatsoever, during the tenure of the award.

The fellowship may be terminated at any time during the tenure and the decision of the UGC shall be final and binding. The tenure of the fellowship is for five years from the date of joining, subject to the satisfactory progress report of the Fellow or submission of Ph.D. thesis, whichever is earlier. No extension is permissible beyond the total tenure of five years and the awardee ceases to be a UGC JRF/SRF immediately after expiry of the due date. Any claim/reference to this effect will be illegal and the individual may have to face disciplinary action for such an act.

[Feedback:]

- For every Fellowship/Scholarship scheme of UGC the beneficiary will have to submit a feedback in form of the report on the research work done.
- After completion of the Research Work the student will submit his/her research work in the INFLIBNET repository along with the research papers published. For Doctoral Fellowships at least 2 Research Papers(1 National and 1 international), 1 National/International publication at the time of

⁴⁶ Renumbering by the decisions of Academic Council meeting dt. 25.01.2020 and Executive Council meeting dt. 08.02.2020 Para 2 (17).

upgradation and 1 National/International Publication by the end of the tenure must be submitted.

Note: The last 2 installments will be released only after submission of the feedback and Research work in the Repository.]⁴⁷

(18) Gap Period⁴⁸

The gap period for continuation from M.Phil. to Ph.D. under Doctoral Fellowship schemes shall be 1 year. However the total tenure of fellowship will remain for five years.

Paid Assignment/Job

The fellow shall not undertake any paid assignment during the tenure of the fellowship (Except in case of leave without fellowship upto one academic year during the entire tenure).

(19) Other Conditions

The Fellow, with the consent of the guide/head of department/centre co-ordinator, may assist the University in its academic work, including tutorials, evaluation of the test papers, laboratory demonstration, supervision of fieldwork, library activities like group seminars and symposia, provided that such work is not likely to hinder the research programmes on hand. The total amount of time to be spent on such activities should not exceed ten hours a week.

(20) Cancellation of Award

[The fellowship is liable to cancellation in case of:

- Registration not within two years from date of joining.
- Misconduct;
- Unsatisfactory progress of research work/failure in any examination related to M.Phil/Ph.D. or,
- He/She is found ineligible later.

Any false information furnished by the applicant or any fraudulent activity by the Scholar / Fellow / Research Awardees shall lead to Penal action against him / her.]⁴⁹

⁴⁷ Inserted (New Provision) by the decisions of Academic Council meeting dt. 25.01.2020 and Executive Council meeting dt. 08.02.2020 Para 2 (17).

⁴⁸ Inserted (New Provisions) by the decisions of Academic Council meeting dt. 25.01.2020 and Executive Council meeting dt. 08.02.2020 Para 2 (17).

⁴⁹ Replaced by the decisions of Academic Council meeting dt. 25.01.2020 and Executive Council meeting dt. 08.02.2020 Para 2 (17).

Part-IV – SECTION-H

RESEARCH ASSOCIATES AND RESEARCH ASSISTANTS IN THE FOLLOWING RGNUL RESEARCH CENTRES (Approved by the Executive Council/Academic Council at their respective meetings held on 20.01.2018 2 (10))

Centres	Research Associate	Research Assistant
Centre for Advanced Study in Criminal Law (CASCL)	01	02
Centre for Consumer Protection Law and Advocacy (CCPLA)	01	02
Centre for Advanced Study in International Humanitarian Law (CASH)	01	02
School of Agricultural and Economics (SALE)	01	02
Centre for Advanced Studies in Human Rights (CASIHR)	01	01
Centre for Advanced Studies in Labour and Welfare (CASLW)	01	01
School of Social Sciences and Interdisciplinary Studies (SSSIS)	01	02
Centre for Environmental Legal Studies (CELS)	01	02
Centre for Advanced Study in Energy Law (CASEL)	01	02

1. Qualifications

- (i) **Research Associate:** LL.M./Post Graduate in respective subject (55%) in Law or related area of research, on the fixed salary of Rs. 50,000/-. The past Research/Project experience will be a desirable qualification and will carry weightage.
- (ii) **Research Assistant:** LL.M. with 55% marks or Post-Graduate degree with 55% marks in the related area of research on the fixed salary of Rs. 40,000/- pm.
(Amendment approved by the Finance Committee in its meeting held on 15.06.2021 Para 4)

2. Selection Committee for the post of Research Associate/Research Assistant

- (i) The Vice-Chancellor
- (ii) The Registrar
- (iii) One Expert from Outside

(As approved by the Executive Council in its meeting held on 07.10.2022 Para 4)

PART-IV – SECTION-I

1. REGULATIONS REGARDING STUDENTS EXCHANGE PROGRAMME BOTH WITH INDIAN AND FOREIGN UNIVERSITIES/ SCHOOLS OF LAW

(Approved by the Executive Council meeting dated 06.01.2012 Para 34(14)(vi) and EC meeting dated 15.03.2012 (Para 2(iii))

- (i) The scheme of exchange programme of students will cover Fourth and Fifth Year of Under-Graduate Course of Law, Second Year of Post-Graduate Course of Law and Research Scholars registered under Ph.D. Programme (second year onwards).
- (ii) The exchange programme as given above can be with an Indian University of Law/School of Law, Foreign University/School of Law on reciprocal basis, to be recommended by a Committee duly constituted by the Vice-Chancellor, from time to time.
- (iii) The University will invite applications from the interested students in the month of September each year, for the available programme on the prescribed application form, by putting up a 15 day notice on the Intranet/Notice Board, for consideration by the aforesaid Committee.
- (iv) The applications are to be submitted with justification for the proposed programme alongwith Score Card/CGPA. The students shall also mention the choice of their institution, if available, for the exchange programme.
- (v) Applications so received will be scrutinized by a Committee mentioned in para 2 above and recommend the names of the students/researchers, keeping in view the equivalence of the course/topic of research.
- (vi) Students/Researchers may be sent for different durations (for a week to full semester depending upon the requirement of the programme).
- (vii) No payment of TA/DA shall be made by RGNUL. The arrangement for boarding and lodging is to be made by the host Institution on reciprocal basis. The student/ researcher shall pay the dues to the host Institution, as applicable, for the duration of the stay.

- (viii) The selected student will submit an undertaking countersigned by their parents before leaving for the exchange programme to strictly observe discipline during the period of their stay at the host Institution as well as during their journey.
- (ix) The students having completed the exchange programme successfully shall be given benefit of credit/score/marks/grade awarded by the host institution by reflecting in the awards/marks sheet to be issued by the University as per RGNUL Examination Regulations.
- (x) Benefit of attendance shall also be given to the students who have attended the exchange programme for the days of actual attendance and the days of journey to and fro.





RAJIV GANDHI NATIONAL UNIVERSITY OF LAW
(Established under Punjab Act No. 12 of 2006)
Mohindra Kothi, The Mall, Patiala - 147 001 (Punjab)

Attested latest
Photograph

APPLICATION FORM

1. Name _____
2. Class/Research Programme _____
Roll No./Research Regn. No. _____
4. Father's Name _____
5. Home Address _____

6. Contact No. _____
7. Name of the host Institution
for Exchange Programme _____
8. Area of Specialisation _____
9. Justification for
Participation _____

10. CGPA/Score _____ of Semester(s)

Signature of the Students

Undertaking

I wish to be covered under the scheme for exchange of students programme and hereby undertake that I shall observe discipline during my stay at the concerned Institution as well as during the course of journey, I shall bear the

journey and other expenses from my own pocket and undertake to pay all dues at the host Institution, as applicable for the duration of my stay.

Signature

I hereby permit my ward _____
for the above said exchange programme and undertake to bear the necessary expenses in this regard.

Guardian/Parents Signature

Recommendation of Committee



2. ATTENDANCE AND EXAMINATION RULES FOR STUDENTS AVAILING EXCHANGE PROGRAMME

Whereas Rajiv Gandhi National University of Law, Punjab is adopting a Scheme of Students Exchange Programme for its VII to X Semesters of the Under-Graduate and III and IV Semesters of the Post-Graduate students and Research Scholars of Ph.D. Programme, with other premier Educational Research Institution in India or abroad.

And whereas the student/researcher would be allowed to attend the exchange programme of different duration, keeping in view the academic advantage of the said exchange programme at the host institution.

Therefore, there is a need to incorporate the necessary Regulations to award credit/score/marks/grade in the end term examinations of their respective semesters of graduate and post-graduate courses and certificate for the Research Scholar. The same are proposed as under:

(i) B.A.LL.B. (Hons.) Course: VIII to X Semesters

1. For an Exchange Programme of a duration of minimum one month or more	1 (i) The host institution shall give these students five assignments of 20 marks each relating to the subject taught. (ii) The end term examination including paper VI of Projects and Moots shall be held at RGNUL. (iii) Such students shall be exempted from mid semester examination at RGNUL. (iv) The students shall be given the benefit of attendance for the days of the exchange programme and also days of journey.
2. For an exchange programme of minimum two months but less than three months duration	2 (i) The host institution shall give these students five assignments of 20 marks each relating to the subject taught. (ii) The host institution shall also

	assign these students project work/seminar work/Moots/ other practical work of 100 marks in consultation with RGNUL. (iii) The end term examination of these students shall be held at RGNUL. (iv) Such students shall be exempted from mid semester examination and also paper VI (Projects and Moots). (v) The students shall be given the benefit of attendance for the days of the exchange programme and also days of journey.
3. For the exchange of three months	3. The host institution shall evaluate these students of the aggregate 600 marks for the full semester in six different subjects decided in consultation with RGNUL. These students shall be exempted from examination and attendance at RGNUL for the respective semester.

(ii) Ph.D. Programme

The Ph.D. researcher may go for part of the research work on his/her topic of research on exchange programme. He/She shall work under a Co-Supervisor at the host Institution as nominated from the faculty of host Institution for the duration of exchange programme. A certificate shall be issued by the Co-Supervisor from the host University on the detail of research work done by the researcher during exchange programme. This certificate shall be considered in the Sixth Monthly Progress Report of the Researcher at RGNUL.

***(Approved by the Executive Council meeting dated 06.01.2012
(Para 34 (14) (iv & vi))***

PART-IV – SECTION-J

**REGULATIONS AND SCHEME OF STUDY FOR
LL.M. (EXECUTIVE) PROGRAMME
(As approved by the Executive Council/Academic Council
meetings dated 18.09.2021 Para 26 (16))**

1. General

- 1.1. The LL.M. (Executive) programme shall be a course equivalent to a Post Graduate Diploma for the Executives/professionals. This programme is designed to enhance legal knowledge, with a focus on specific areas of interest.
- 1.2. The medium of instructions and examination in the LL.M. (Executive) programme shall be English.
- 1.3. The course shall be divided into two Semesters, Part -I and Part -II, in one Academic Year.
- 1.4. Both the semesters shall consist of six months and their date of commencement will be notified by the university separately.

Note: *LL.M. (Executive) programme shall not qualify a candidate for academic (and other) jobs that require LL.M. as a minimum qualification. It shall also not qualify a candidate to appear for the UGC's National Eligibility Test or similar tests.*

2. Eligibility

- 2.1. A graduate of any discipline, from any university, recognised by RGNUL, with a minimum of 50% marks (45% in case of SC/ST candidates) in the aggregate of all years of the respective course and has preferably has professional experience of at least three years shall be eligible to enroll for the programme.
- 2.2. The students currently enrolled in the LL.M., Ph.D. or any other programme at RGNUL shall not be eligible to apply for the LL.M. (Executive) programme.

3. Admission Criteria

- 3.1. The admission shall be on merit basis, percentage secured by the candidates in their graduation shall be considered for the merit list.
- 3.2. Applications for the programme will be invited every year well before the commencement of the academic session. The schedule of commencement of the programme will be notified by the University.

4. Intake and Reservation

- 4.1. The total number of seats for the LL.M. (Executive) programme shall be 150. However, the University reserves the right to alter the number of seats for the programme in a given academic year without prior notice.
- 4.2. 15% of the seats shall be reserved for individuals from the Scheduled Castes, 7.5% for individuals from the Scheduled Tribes, and 5% for persons with disabilities.

5. Fee

- 5.1. The composite fees for the programme for Indian Nationals shall be Rs. 1,25,000 [One lakh and twenty five thousand only] payable in two installments of Rs. 75000 (Seventy five thousand) and Rs. 50000 (fifty thousand) as per the schedule to be notified by the university.
- 5.2. For foreign nationals, the amount shall be USD 3500 [Three Thousand five hundred only].
- 5.3. Fees shall be charged separately for re-registration, repeat exam etc.

6. Teaching Methodology

- 6.1. The LL.M. (Executive) programme will be a Masters programme through a mixed mode of distance education and contact learning.
- 6.2. Candidates shall be given assignments in each subject carrying 50 marks and they shall be required to submit their written answer scripts for evaluation.

- 6.3. A candidate must secure at least 50% marks in the assignments in each subject to be eligible for the end semester examinations.

7. Attendance in Contact Classes

- 7.1. Attendance in the contact classes is an important component of the programme, and is mandatory. Students shall attend the scheduled contact classes. In no event shall a student be absent for more than 30% of the contact classes held in the subject in a semester.
- 7.2. Every student shall secure a minimum of 70% of attendance in every course to be eligible to appear for the end semester examination. However, if any student falls short of 70% but has secured 65% or more in a particular course(s), such student may be permitted to appear for the end semester examination provided the student has secured 70% or more in all other courses in a given semester.

8. Course of Study

- 8.1. The programme shall consist of 24 credits in total with following components:
- Core papers (2 papers of 4 credits each) -
 - Basic Introduction to Law and Legal System
 - Constitutional Law: An Introduction
 - Optional/Specialisation papers (4 papers of 4 credits each)
- 8.2. Specialization papers will be offered in one or more groups of the specialization. Each group of specialization shall consist of several papers from which the students can choose the number required. Initially, the following specializations shall be offered:
- Criminal Law and Criminal Justice
 - Police Studies
 - Corporate Governance and Taxation
 - IPR and Commercial Laws
 - Law and Medicine

- Constitutional & Administrative Laws

Note: The University may at its discretion alter the scheme and structure of specialization depending on availability of resources and other factors in the interest of the efficient conduct of the programme.

9. Scheme of Study

- 9.1. Semester I
 - Basic Introduction to the Law and Legal Systems (4 Credits)
 - Constitutional Law: An Introduction (4 Credits)
 - Specialization Paper-One (4 Credits)
- 9.2. Semester II
 - Specialization Paper-Two (4 Credits)
 - Specialization Paper-Three (4 Credits)
 - Specialization Paper-Four (4 Credits)

10. Examination

- 10.1. There shall be End Semester Examination preferably in the Month of December/June or as may be notified by the University for the First Semester and the Second Semester.
- 10.2. The examination may be open/closed book depending upon the particular requirement of any course.
- 10.3. Each of the Papers shall carry a maximum of 100 Marks. The paper shall comprise of 7 questions out of which the candidate may attempt 5 questions. Each question shall carry 10 Marks.

11. Conduct of Examination

- 11.1. The schedule of the examination shall be announced at least two weeks in advance. Examinations may be conducted on working days/weekends.
- 11.2. The End Term Examinations of the University shall be

conducted under the supervision of the Coordinator of Examination, appointed by the Vice-Chancellor for each Semester Examination.

- 11.3. The coordinator so appointed shall appoint Invigilator to perform the examination duty.
- 11.4. The coordinator shall ensure that there should be one Invigilator upto 30 candidates appearing and so on. However, if required, the non-teaching staff may also be assigned the examination duty by the Coordinator.
- 11.5. The Regulations regarding Prevention, Punishment and Procedure Concerning Cases of Mis-Conduct and use of Unfair Means in or relating to Examinations shall be the same as that of the B.A.LL.B. (Hons.) Course.

12. Paper Setting and Evaluation

- 12.1. The Vice-Chancellor shall appoint Paper-setter(s) for every subject.
- 12.2. The End Semester Examination shall be evaluated by the examiners appointed by the Vice-Chancellor.

13. Evaluation and Grades

- 13.1. The performance of the candidates shall be evaluated on a six point scale with the corresponding Grade Values.
- 13.2. The marks secured by the students shall be converted to the Grades as mentioned below:

Percentage of Marks	Grade	Grade Value
70 & Above	O	7
65-69	A+	6
60-64	A	5
55-59	B+	4
50-54	B	3
Below 50	F	0

Note: The fractional percentage of marks shall be rounded off to the nearest numerical digit.

- 13.3. A candidate to be declared successful has to obtain a minimum of 50% marks or the grade equivalent to B in

every paper.

14. Re-evaluation

- 14.1. A student shall be allowed for re-evaluation only once in a semester in the written examination.
- 14.2. The student may apply for re-evaluation of any paper of the first or the second term of a semester after the declaration of result.

15. Re-examination

- 15.1. Candidates who fail to appear for the examination in a Course or fail to obtain at least 'B' Grade must take the examination again.
- 15.2. A candidate admitted to the LL.M. (Executive) Programme must complete all the prescribed requirements within a maximum period of 3 years from and including the year of admission in order to be eligible for the award of LL.M. (Executive).

16. Award of Degree

- 16.1. The candidates shall be issued a Detail Marks Card for each Semester after the declaration of result.
- 16.2. A consolidated Detailed marks sheet shall be issued to the student after the completion of LL.M. (Executive) programme by adding marks of both the semesters.
- 16.3. Each successful candidate shall be awarded a degree stating the Cumulative Grade Point Average (CGPA) in which he has passed the LL.M. (Executive) examination.
- 16.4. The CGPA shall be computed by dividing the sum of the Grade Values and the Course Credits in each course by the total number of credits in all the courses.

17. Miscellaneous

- 17.1. The Vice Chancellor will allow a suitable remuneration to the teachers for class teaching, invigilation and other

course administration activities connected to this programme.

- 17.2. Notwithstanding anything contained in the foregoing regulations, the candidates shall be governed by the regulations and procedures framed/amended by the University from time to time.
- 17.3. The Vice-Chancellor shall have power to take appropriate decisions in case of any ambiguity or difficulty in interpretation of these regulations.



PART-IV – SECTION-K

**REGULATIONS AND SCHEME OF STUDY FOR
MASTERS IN BUSINESS ADMINISTRATION (MBA) (LAW HONS.)
[As approved by the Executive Council/Academic Council/
Academic Planning Board meetings dated 17.09.2021,
18.09.2021 and 20.09.2021 Para 26 (19) (2)]**

1. General

- 1.1. The medium of instructions and examination in the M.B.A. with Law (Hons.) programme shall be English.
- 1.2. The course shall be divided into Four Semesters spanning over two years.
- 1.3. Both the semesters shall consist of six months and their date of commencement will be notified by the university separately.

2. Eligibility

- 2.1. A graduate of any discipline, from any university, recognised by RGNUL, with a minimum of 55% marks (50% in case of SC/ST candidates) in the aggregate of all years of the respective course.

3. Admission Criteria

- 3.1. Candidate must possess graduate degree from any university, recognized by RGNUL
- 3.2. Candidates who have appeared in Common Admission Test (CAT), CMAT, GATE, XAT or the test conducted by RGNUL shall be eligible to apply.
- 3.3. The admission shall be strictly on merit basis on the basis of score of the candidate in qualifying examination. The detailed criteria for weightage to be assigned to marks in qualifying examination, interview and Admission Test shall be notified from time to time.
- 3.4. In case of equal marks, preference may be given to candidates with graduation in Commerce, management

and law.

- 3.5. Candidates who have appeared in final year exams and fulfill other eligibility criteria shall be eligible to apply. However, admission shall be provisional subject to declaration of results within the stipulated period notified by the University in the admission notification or as decided by the University from time to time.
- 3.6. Foreign National Category candidates are not required to appear in the test. Separate applications shall be invited from eligible candidates and admission shall be merit as per the norms decided from time to time.
- 3.7. Applications for the programme will be invited every year well before the commencement of the academic session. The schedule of commencement of the programme shall be notified by the University.

4. Intake and Reservation

- 4.1. The total number of seats for the MBA (Law Hons.) programme shall be 60. In addition there shall be 5 seats for foreign nationals. However, the University reserves the right to alter the number of seats for the programme in a given academic year without prior notice.
- 4.2. 15% of the seats shall be reserved for individuals from the Scheduled Castes, 7.5% for individuals from the Scheduled Tribes, and 5% for persons with disabilities.

5. Fee

- 5.1. The tuition fee for the MBA programme for Indian Nationals for 2021-22 session shall be Rs. 1,50,000 [One lakh fifty thousand only] payable in two installments of Rs. 100,000 (One Lakh) and Rs. 50,000 (Fifty thousand).
- 5.2. University shall notify user charges including Hostel Rent, Mess charges, Amenities fee, examination fee etc., as approved by statutory bodies of the University and as revised from time to time.
- 5.3. Separate fee shall be prescribed for advanced Add on

Courses.

- 5.4. University shall have the right to revise/amend the fee and user charges from time to time, as may be approved by statutory bodies of the University.
- 5.5. Before the commencement of each session, University shall notify the fee payable for the academic session along with other user charges and the schedule for payment of fee.
- 5.6. For foreign nationals, the amount shall be USD 7500 [Seven Thousand Five Hundred Dollars only].
- 5.7. Fees shall be charged separately for re-registration, repeat exam etc.

6. Teaching Methodology

- 6.1. The MBA - Law (Hons.) programme shall be a Master's programme.
- 6.2. The teaching methodology shall be devised and updated to suit the needs of the candidates and may involve blended mode of learning.
- 6.3. Candidates shall be required to undergo Industrial Internship of thirty days in any one of the last two semesters.
- 6.4. University may notify the teaching techniques, evaluation criteria etc. in accordance with the needs of Comprehensive Continuous Evaluation criteria.

7. Attendance

- 7.1. Attendance is an important component of the programme, and is mandatory. Students shall be required to attend the scheduled classes. In no event shall a student be absent for more than 30% of the classes held in the subject in a semester.
- 7.2. Every student shall secure a minimum of 70% of attendance in every course to be eligible to appear for the end semester examination. However, if any student falls

short of 70% but has secured 65% or more in a particular course(s), such student may be permitted to appear for the end semester examination provided the student has secured 70% or more in all other courses in a given semester.

8. Scheme of Study

- 8.1. The programme shall consist of 100 credits in total.
- 8.2. Each Credit shall be equivalent to 15 hours of study, teaching, classes, assignments, discussions etc.
- 8.3. University may change/amend scheme of study from time to time in accordance with needs and circumstances.

9. Examination

- 9.1. There shall be End Semester Examination preferably in the Month of December/June or as may be notified by the University.
- 9.2. The examination may be open/closed book depending upon the particular requirement of any course.
- 9.3. Each of the Papers shall carry a maximum of 100 Marks. The paper shall comprise of 7 questions out of which the candidate may attempt 5 questions. Each question shall carry 10 Marks.

10. Conduct of Examination

- 10.1. The schedule of the examination shall be announced at least two weeks in advance. Examinations may be conducted on working days/weekends.
- 10.2. The End Term Examinations of the University shall be conducted under the supervision of the Coordinator of Examination, appointed by the Vice-Chancellor for each Semester Examination.
- 10.3. The coordinator so appointed shall appoint Invigilator to perform the examination duty.
- 10.4. The coordinator shall ensure that there should be one Invigilator upto 30 candidates appearing and so on.

However, if required, the non-teaching staff may also be assigned the examination duty by the Coordinator.

- 10.5. The Regulations regarding Prevention, Punishment and Procedure Concerning Cases of Mis-Conduct and use of Unfair Means in or relating to Examinations shall be dealt with RGNUL Regulations for other courses.

11. Paper Setting and Evaluation

- 11.1. The Vice-Chancellor shall appoint Paper-setter(s) for every subject.
- 11.2. The End Semester Examination shall be evaluated by the examiners appointed by the Vice-Chancellor.

12. Evaluation and Grades

- 12.1. The performance of the candidates shall be evaluated on a six point scale with the corresponding Grade Values.
- 12.2. The marks secured by the students shall be converted to the Grades as mentioned below:

Percentage of Marks	Grade	Grade Value
70 & Above	O	7
65-69	A+	6
60-64	A	5
55-59	B+	4
50-54	B	3
Below 50	F	0

Note: The fractional percentage of marks shall be rounded off to the nearest numerical digit.

- 12.3. A candidate to be declared successful has to obtain a minimum of 50% marks or the grade equivalent to B in every paper.

13. Re-evaluation

- 13.1. A student shall be allowed for re-evaluation only once in

a semester in the written examination.

- 13.2. The student may apply for re-evaluation of any paper of the first or the second term of a semester after the declaration of result.

14. Re-examination

- 14.1. Candidates who fail to appear for the examination in a Course or fail to obtain at least 'B' Grade must take the examination again.
- 14.2. A candidate admitted to the MBA – Law (Hons.) Programme must complete all the prescribed requirements within a maximum period of 5 years from and including the year of admission in order to be eligible for the award of degree.

15. Award of Degree

- 15.1. The candidates shall be issued a Detail Marks Card for each Semester after the declaration of result.
- 15.2. A consolidated Detailed marks sheet shall be issued to the student after the completion of the programme by adding marks of both the semesters.
- 15.3. Each successful candidate shall be awarded a degree stating the Cumulative Grade Point Average (CGPA) in which he has passed the examination.
- 15.4. The CGPA shall be computed by dividing the sum of the Grade Values and the Course Credits in each course by the total number of credits in all the courses.

16. Miscellaneous

- 16.1. The Vice Chancellor will allow a suitable remuneration to the teachers for class teaching, invigilation and other course administration activities connected to this programme.
- 16.2. Notwithstanding anything contained in the foregoing regulations, the candidates shall be governed by the regulations and procedures framed/amended by the

University from time to time.

- 16.3. The Vice-Chancellor shall have power to take appropriate decisions in case of any ambiguity or difficulty in interpretation of these regulations.

**Proposed Scheme of Study
Semester - I**

Sr. No.	Name of the Subject	Credits
1	Principles and Practice of Management	04
2	Business Environment	04
3	Introduction to Indian Legal System	04
4	Law of Contract - I	04
5	Dispute Resolution Mechanism	04
6	Any one of the Value Added/Add on Courses - Enterprise Resource Planning - Labour Laws - Intellectual Property Rights	04

Semester - II

Sr. No.	Name of the Subject	Credits
1	Managerial Economics	04
2	Entrepreneurship	04
3	Corporate Law	04
4	Law of Contract - II	04
5	Banking and Insurance Laws	04
6	Any one of the Value Added/Add on Courses - Industrial Relations and Labour Welfare - Insolvency and Bankruptcy Code - Energy Laws	04

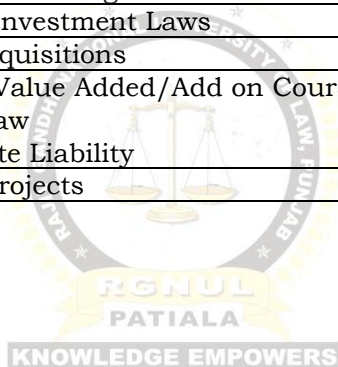
Semester - III

Sr. No.	Name of the Subject	Credits
1	Business Research Analysis	04
2	Marketing Management	04
3	Corporate Taxation	04
4	Corporate Governance and Corporate Social	04

	Responsibility	
5	Mercantile Laws	04
6	Any one of the Value Added/Add on Courses • Indirect Taxation • Strategic IP Management and Valuation • Personal Income Tax	04

Semester – IV

Sr. No.	Name of the Subject	Credits
1	Human Resource Management	04
2	Securities and Investment Laws	04
3	Mergers and Acquisitions	04
4	Any one of the Value Added/Add on Courses • Cyber Law • Corporate Liability	04
5	Case Studies/Projects	12



PART-IV – SECTION-L

**REGULATIONS FOR
CERTIFICATE/DIPLOMA COURSES
(As approved by the Academic Council/Executive Council
meeting dated 16.05.2024/21.05.2024 Para 3(AC-8))**

WHEREAS the RGNUL Statutory Bodies (Academic Council and Executive Council) approved at their respective meetings held on 07.07.2018 the starting of certain Certificate and Diploma Courses (list enclosed) from the Academic Session 2013-14.

AND WHEREAS the Academic Planning Board at its meeting dated 02.05.2012 Academic and Executive Council at their respective meetings held on 07.07.2018 also recommended a list of Certificate/Diploma Courses that may be started by the University after keeping in view of the availability of resources (list enclosed).

THEREFORE the matter was discussed in detail with the Vice-Chancellor and the faculty members on 3 April 2013 and it was decided that following Certificate/ Diploma Courses as approved and also Certificate and Diploma Course for Women Studies (in anticipation of the Academic/Executive Council) are to be started from forthcoming session. Academic As such following Certificate and Diploma Courses shall be started in the Academic Session 2013-14:

1. Courses

Sr. No.	Certificate Course	Diploma Course
1.	Cyber Law	Cyber Law
2.	Taxation Law	Taxation Law
3.	Intellectual Property Rights	Intellectual Property Rights
4.	Criminology and Penology	Criminology and Penology
5.	Human Rights	Human Rights
6.	Women Studies	Women Studies
7.	Library Automation	Library Automation

2. Duration of Courses

The duration of courses shall be six months for the Certificate Courses and one year for the Advanced Diploma Courses for each subject.

3. Eligibility

The eligibility for admission to Certificate/Diploma Courses shall be as under:

Certificate Course: Minimum 50% (45% in case of SC/ST/PWD categories) aggregate marks in 10+2 Examination of the Punjab State Education Board or other equivalent Board in any stream.

Diploma Courses: Minimum Graduation Degree in any stream with not less than 50% marks (45% in case of SC/ST/PWD categories) from the recognised University.

4. Number of Seats

All Certificate and Diploma Courses shall have 50 seats each as under:

(i)	General Category	37
(ii)	SC Category	08
(iii)	ST Category	03
(iv)	PWD Category	02

5. Fee Structure

The annual fee structure shall be as under:

Course	Certificate Course	Diploma
(i) Admission Fee	Rs. 5000 INR	Rs. 5000 INR
(ii) Tuition & Allied Fee	Rs. 10000 INR	Rs. 20000 INR
(iii) Examination Fee	Rs. 1000 INR	Rs. 2000 INR
(iv) Refundable Security	Rs. 5000 INR	Rs. 5000 INR
Total =	Rs. 21000 INR	Rs. 32000 INR

6. Teaching Schedule

The classes for Certificate and Diploma Courses shall be held three-days a week with two classes on each day from 2:30 PM to 4:30 PM as per prescribed schedule.

7. Scheme of Study

The scheme of study shall be as under:

(i) Certificate Course

Paper I	Theory 80 marks Assignment 20 marks
Paper II	Theory 80 marks Assignment 20 marks
Paper III	Theory 80 marks Assignment 20 marks
Total = 300 Marks	

(ii) Diploma Course

The Diploma Course shall be divided into two semesters

Ist Semester	Paper I	Theory Paper 80 marks Assignment 20 marks Total = 100 marks
	Paper II	Theory Paper 80 marks Assignment 20 marks Total = 100 marks
	Paper III	Theory Paper 80 marks Assignment 20 marks Total = 100 marks
2 nd Semester	Paper IV	Theory Paper 80 marks Assignment 20 marks
	Paper IV Paper V	Theory 80 marks Assignment 20 marks Dissertation 100 marks Total=300 marks
	Paper VI	Dissertation Written 70 marks Viva-Voce 30 marks

8. Pass Marks

Pass marks for the entire Certificate/each semester of diploma course in aggregate shall be 50% with minimum 45% marks in each paper.

9. The candidate with 60% or above shall be given first division. The candidates shall also be awarded Cumulative Grade Point Average (CGPA) as under:

SN	Score (%)	Grade	Grade Point
1	Above 80	Outstanding (O)	10
2	75-80	Excellent (E)	9.5
3	70-74	Distinction (D)	9.0
4	65-69	High First Class (A+)	8.5
5	60-64	First Class (A)	8.0
6	55-59	High Second Class (B+)	7.5
7	50-54	Second Class (B)	7.0
8	Below 50	Fail (F)	0.0

Note: Rules Regarding Examination, Evaluation and University Misconduct Cases (UMC) shall be the same as applicable to Under-Graduate Courses.

10. Maximum Period to Complete Course

Every student shall complete the Certificate Course within maximum time of **two** years and Diploma Course in maximum time of **three** years from the date of admission by availing maximum three chances to clear each paper.

11. The syllabus of the each paper shall be reviewed by the concerned teacher before the start of semester. Entire syllabus of each paper shall be divided into four units.

12. Examination

The Examination for Certificate/Diploma Course shall be conducted at the end of the semester for the each theory paper of 80 marks.

The question paper shall consist of five sections. Section A shall be compulsory and shall consist of four parts covering entire syllabus. It shall carry 20 marks. Sections B, C, D and E shall have two questions from each unit and the candidates are required to select one question from each section. Each section shall carry 15 marks.

- Note:** (i) The question in Section A one may also include MCQs.
(ii) The questions may also include practical problems/case law.

13. Admission

The admission to Certificate/Diploma Course shall be conducted on the basis of *inter se* merit of the qualifying examination.

The advertisement inviting application for Certificate/Diploma Courses shall be published in the Second Week of June each year inviting applicants to submit their application in prescribed forms in third week of July every year. The candidates shall be called for interview alongwith original documents for interview in last week of July for Certificate Courses and for Diploma Courses on different date. The selected candidates are to deposit fee immediately after admission. The classes shall commence from third week of August 2013. As such the schedule is to be notified for every year in the month of June.

Schedule for 2013-14

1.	Date of Advertisement	3rd Week of June
2.	Last Date to submit application in prescribed format	6 July 2013
3.	Date of Interview for Certificate Courses	22 July 2013
4.	Date of Interview for Diploma Courses	23 July 2013
5.	Last date to deposit fee	25 July 2013
6.	Commencement of Class	Third week of August

- Note:** (i) Candidates applying through downloaded form shall send application alongwith demand draft of Rs. 500/- in favour of Registrar, RGNUL payable at Patiala.

- (ii) Certificate/Diploma Courses – Information Brochure with application form shall be available at RGNUL Reception Counter on cash payment of Rs. 500/- or send a demand draft of Rs. 550/- (include postage expenses of Rs. 50/-) in favour of Registrar, RGNUL payable at Patiala.

14. Mode of Applying

The candidate may download the admission form from the RGNUL Website www.rgnul.ac.in or apply through an application form available with the Certificate/Diploma Courses Information Brochure.

15. Teaching Resource

A panel of three teachers with one as a Coordinator shall be responsible for conduct of each diploma course. The study material on each subject of the course shall be got prepared from the internal/external teachers/experts. The University shall pay the remuneration for the preparation of study material at the prescribed rates. The study material shall also include exercises/ assignments topics/relevant questions in the MCQs and long questions forms.

16. Quality Assessment

A system of quality assessment of each course shall be introduced to review the utility, contribution and rating of its course. These may include:

- (i) Review of Teaching Methodology
- (ii) Review of Course Material
- (iii) Feedback from Students

17. Infrastructural Requirement

The Certificate and Diploma Courses shall be open to all eligible candidates and they include professionals and employees without any age limit. Therefore, these classes shall be held at the RGNUL Mohindra Kothi Campus in the afternoon.

18. Hostel Facility

Primarily the Certificate and Diploma Courses shall be offered as day time course without allowing hostel facilities. In exceptional circumstances the hostel accommodation may be allowed with the permission of the University Authorities on payment of hostel fee and other charges as are prescribed from time to time.

19. Award of Diploma Certificate

The Diploma Certificates shall be awarded at the Annual Convocation.





PART-IV

Regulation for Convocation



PART-IV

REGULATION FOR CONVOCATION

**(Approved by the Executive Council at its meeting
held on 30.01.2015 Para 4)**

WHEREAS the Rajiv Gandhi National University of Law, Punjab has one of the objects, "to hold examinations and confer degrees and other academic distinctions" under Section 4 (8) of the Rajiv Gandhi National University of Law Punjab Act, 2006 (hereafter referred as RGNUL Act). The Section 5 (4) of the RGNUL Act gives power to the University "to confer degrees, titles, diplomas, certificates and other distinctions". The RGNUL Act under Section 5 (5) further empowers the University "to hold examination and to grant or confer degrees, titles, diplomas and other academic distinctions on persons" under Section 5 (5).

AND WHEREAS Section 5 (36) read with Section 31* of the RGNUL Act empowers the University "to confer honorary degrees and other distinctions in the manner laid down by the Regulations."

AND WHEREAS the RGNUL Academic Council has power "...to make recommendation regarding the conferment or grant of degrees, honours, diplomas, licences, titles and marks of honour." [Section 17 (xii)] and also "to recommend ..., medals and prizes and to make other awards in accordance with the regulations and such other conditions, as may be attached to the awards**." [Section 17 (xiii)]

AND WHEREAS the RGNUL is running Under-Graduate Course (B.A.LL.B. (Hons.) Five Year Course), Post-Graduate Course in Law (LL.M. Two Year Course) and also Ph.D. Programme in Law and Social Sciences with Law. Degrees and other distinctions are to be conferred on the students of graduate course, post-graduate course and Ph.D. Programme who have become eligible

* The RGNUL Act S. 31 - Honorary degree: If not less than two-third of the members of the Academic Council recommend that a honorary degree or academic distinction be conferred on any person on the ground that he is, in their opinion, by reason of eminent attainment and position, fit and proper to receive such degree or academic distinction, the General Council may, by a resolution, decide that the same may be conferred on the person so recommended.

to get their respective degrees and awards on successful completion of their respective courses as per RGNUL Regulations. The University may start other courses and shall need to confer degrees, diplomas and other awards as and when the students shall become eligible for the same.

THEREFORE, the Executive Council formulates the RGNUL Convocation Regulations as per Section 29 (2) of the RGNUL Act, as under:

UNIVERSITY CONVOCATION

1. Date and Place to hold Convocation

The University shall hold a Convocation as far as possible once in a year and at other times on the date fixed by the Chancellor for conferment of degrees, diplomas, certificates, medals, trophies, prizes, or other distinctions at the RGNUL Campus or at any other location to be decided by the Vice-Chancellor.

Note: Certificates shall be awarded at the Convocation only for those certificate courses where the duration of the course is one year or more.

2. Degrees/Diplomas Certificate to be conferred on candidates found eligible after examination

The degrees, diplomas, certificates and other distinctions may be conferred on the candidates who have been found eligible for the same through examination on successful completion of their respective courses as per Regulations.

3. Conferment of *Honoris causa* Degree

- (1) The University may also confer Honorary Degrees (*Honoris causa*) or academic distinction at the convocation on, any person for his/her attainment of eminence and position, as per Section 31 of the RGNUL Act.
- (2) The Academic Council may through a resolution passed by minimum two third of its members recommend that a honorary Degree of Doctor of Laws (LL.D.) or in any other related faculty (*Honoris causa*) or academic distinction may be conferred on any person on the ground that he/she in its opinion is fit and proper person to receive such degree or

academic distinction by reason of eminent attainment and position in the field of law or other related faculty.

Provided that no honorary degree (*Honoris causa*) or academic distinction shall be conferred on any person unless the General Council by a resolution decide that the same may be conferred on the person recommended by the Academic Council.

- (3) The Vice-Chancellor may put a list of person who have attained eminence or position for consideration by the Academic Council at its meeting for recommendation to the General Council.
- (4) The Academic Council may consider the name(s) of person(s) from the list submitted by the Vice-Chancellor or recommend the name(s) of any other person(s) suggested by its members.
- (5) An authentic bio-data or other material regarding the persons to be considered for Honorary Degree (*Honoris causa*) or academic distinction shall be put before the Academic Council.
- (6) The General Council may consider the names of the persons recommended by the Academic Council and decide through resolution that the Doctor of Laws (LL.D.) (*Honoris causa*) or or any other related faculty academic distinction may be conferred on the person(s) so recommended.

4. List of eligible candidates to be considered and approved by the General Council on the recommendation of the Academic Council:

- (1) Prior to the convocation the Academic Council shall consider the list of the candidates who have been found eligible after the examination, to receive their respective degrees/diplomas/ Certificate and recommend to the General Council for approval of the same and may also recommend the award of honours, licences, marks of honour, medals, prizes to candidates entitled to resume as per rules.
- (2) The General Council after consideration of the list of candidates so recommended may accord approval for

conferring of respective degrees/diplomas/Certificate and other awards to the eligible candidates at the convocation.

5. Calling of Convocation

The convocation shall be called through notification by the Registrar indicating the place, date and time of the convocation.

6. Calling upon students to confirm for receiving degrees/diplomas/ Certificate 'in person' or 'in absentia':

- (1) The Registrar shall call upon the eligible candidates to confirm, whether they are intending to receive their degrees/diplomas/ certificate 'in person' or '*in absentia*', in the prescribed form as given certificate in **Annexure 'A'** along with the prescribed fee.
- (2) A candidate intending to receive degree/diplomas/certificate 'in absentia' shall send to the Registrar an application in prescribed form as given in **Annexure 'B'** along with the prescribed fee.
- (3) No candidate shall be admitted to the convocation who has not sent his name to the Registrar within the scheduled time except with the permission of the Vice-Chancellor in exceptional circumstances.

7. Programme and Procedure of Convocation

The detail of the programme and procedure to be followed at the Convocation shall be laid out in the Ceremonial Sheet to be prepared separately by the University for each Convocation in conformity with the Convocation Regulations (See model format of Ceremonial Sheet in (**Annexure 'C'**)). *Inter alia*, it shall include the following:

(1) Ceremonial Costumes for the Convocation

- (i) The Visitor, the Chancellor, the Vice-Chancellor, the Registrar and members of the General Council, the Executive Council and the Academic Council shall wear gowns, badges and hoods as described for them in the **Annexure 'D'**.
- (ii) The faculty members shall wear gown and hoods as per their respective authorization.

- (iii) Every candidate attending the Convocation shall wear the gowns and hoods prescribed in the **Annexure 'D'** for respective degrees/diplomas/certificate or other conferments.

(2) The Convocation Procession:

- (i) The Visitor, the Chancellor, the Chief Guest, the former Chancellors, the Vice-Chancellor, the Registrar, the members of the General Council, Executive Council and Academic Council shall proceed in procession to the venue of Convocation in the following order:
 - (a) The Registrar
 - (b) The Members of Academic Council
 - (c) The Members of Executive Council
 - (d) The Members of General Council
 - (e) Vice-Chancellor and former Chancellors
 - (f) The Chancellor and Guest of Honors
 - (g) The Visitor and the Chief Guest

in pairs
- (ii) On entering the Academic Procession in the Convocation Hall the candidates and other invitees shall rise from their seats and remain standing until all the members of the Convocation Procession have taken their respective seats at the dais.

(3) Presiding over the Convocation

The Visitor when present will preside over the Convocation. In his absence, the Chancellor will preside over the Convocation.

(4) Welcome Speech by the Vice-Chancellor

The Vice-Chancellor will give a brief welcome speech and then read a report on salient features and of the activities of the University.

(5) To Declare Convocation Open

- (i) The Vice-Chancellor will request the Chancellor to declare the Convocation open in prescribed format given in of Ceremonial Sheet.

- (ii) The Chancellor will declare the Convocation open in the prescribed format given in Ceremonial Sheet.

(6) Conferring of Honorary Degree (*Honoris causa*)

- (i) For the award of Honorary Degree (*Honoris causa*)/ Academic Distinction the Vice-Chancellor will present the eminent personality approved by the General Council to the Chancellor.
- (ii) The Vice-Chancellor will read out the citation of the person highlighting his/her achievements/contribution towards development of Law/Justice/Society.
- (iii) The Vice-Chancellor will request the Chancellor to bestow upon him/her the Honorary Degree of *Honoris causa*/ Academic Distinction
- (iv) The Chancellor will admit the person to Honorary Degree (*Honoris causa*)/Academic Distinction of the University by following the procedure laid in the ceremonial sheets.

(7) Administering Oath on the Recipient of Degrees/Diplomas/ Certificate

The Chancellor will administer oath through a question as given in the Ceremonial Sheet to the candidates present 'in person' seeking promise and declaration for a conduct in their daily life, befitting the degree/diploma/certificate for which they are candidates. All present candidates shall answer promising the same.

(8) Presentation of Candidates

- (i) Thereafter, the Chancellor will give permission to present the candidates to take degrees/diplomas/ certificate in person.
- (ii) The candidates shall be presented separately to the Chancellor by the Registrar in the following order:
 - (a) Ph.D.
 - (b) Master of Laws (LL.M.)
 - (c) Bachelor of Arts and Law [B.A.LL.B. (Hons.)]
 - (d) Diploma
 - (e) Certificate Course

(9) Admission of Candidates to their respective Degrees/Diplomas/Certificate

- (i) On presentation of all the candidates course, the Chancellor will admit the candidates present 'in person' as also the candidates '*in absentia*' to their respective Degree/Diploma/Certificate for each course by following procedure given in the Ceremonial Sheet.
- (ii) The candidates present 'in person' shall then receive the degrees one by one from the Chancellor on their names being called out by the Registrar.

(10) Signing of Records of Degrees/Diplomas/Certificate

Once all the candidates are presented before the Chancellor and have received their respective degrees the Registrar shall lay the record of the Degrees/Diplomas/Certificate for signature of the Chancellor.

(11) Presentation of Medals and Prizes

The names of the candidates selected by the University for Award of Medal/Prizes/other distinction shall be announced by the Registrar one by one. Each candidate will proceed to the Chief Guest/Visitor/Chancellor/other dignitaries at the dais to receive the Medal/Prize/other distinction.

(12) Convocation Address

The Chief Guest shall be requested by the Vice-Chancellor to deliver the Convocation Address.

(13) Close of Convocation

The Vice-Chancellor shall request the Chancellor to declare the Convocation close and the Chancellor will accordingly declare the Convocation close.

(14) National Anthem

The National Anthem shall be played/sung at the beginning and close of Convocation.

(15) Retreat of Convocation Procession

The Convocation procession will retreat in the reverse order in which it entered the Convocation Hall. All persons in the

Convocation shall remain standing while the Convocation Procession will move out.

(16) Photograph with Degree Holders

Group photograph shall be taken with dignitaries and degree holders/ award winners at the place where prior arrangement shall be made.

8. Invitation to Alumni

The *alumni* may be called to the Convocation through invitation. Those who intent to attend the Convocation shall inform in writing by the scheduled date to the University of their intention to be present at the Convocation.

9. Invitation to Parents/Guardians

The University may allow the candidates called at the Convocation to be accompanied by their parents/guardian. (Not more than two in number, with prior intimation to the University by the scheduled date.)

10. Security and General Instructions

The candidates and their parents/guardians shall abide by the security and general instructions issued by the University for the smooth conduct of the Convocation.

11. Rules regarding Award of Medals/Prizes

(1) General Rules and Conditions for Award of Medals

- (i) That during the entire Course of Study a student should not have incurred any of the following disqualification
 - (a) Passed the paper(s) through any Re-Appear/Repeat examination.
 - (b) Have not passed all the examinations in first attempt in one and the same sitting.
 - (c) Have been involved in any indiscipline amounting to misconduct or use of unfair means.
 - (d) Have been detained for shortage of attendance.
 - (e) Have passed the examination in any subject with grace marks.

- (ii) That the University reserves the right to withdraw the medal if it is found to have been awarded wrongly.
- (iii) That the University reserves the right to withhold any medal if no student is found eligible.

(2) Rules for Award of University Medal

- (i) University Gold Medal shall be awarded to the students of B.A.LL.B. (Hons.)/LL.M.
- (ii) University Gold Medal shall be awarded to the topper of respective course on the basis of academic performance.
- (iii) All general rules for award of medals shall apply for award of University Gold Medal.
- (iv) University may institute Academic Medal/Prize for any other degree/diploma/certificate course of the University.

- Explanation:** (1) In case the student who has scored highest marks but found ineligible under these regulations, the next candidate in the order of merit shall be deemed to have scored first position.
- (2) The rule in (1) above shall also be applicable to any other medal to be awarded on the basis of highest rank in merit list.

(Inserted by the decision of the Executive Council meeting dated 30.01.2015)

(3) Rules for Award of Chancellor's Medal

- (i) Chancellor's Medal shall be awarded to the student of graduate course only. The overall performance in academics and other activities listed hereinafter shall be the criteria for award of Chancellor's Medal subject to following pre-conditions:
 - (a) All general rules shall be applicable for grant of Chancellor's Medal.
 - (b) Student should have consistently secured not less than 60% marks in all the ten semesters.

- (c) In each batch first ten students i.e., those who have consistently secured not less than 60% marks in each semester and do not entail any of the disqualifications in clause (1) shall be eligible for evaluation on the basis of the criteria mentioned in para iii (c) below.
- (ii) (a) Students qualifying as per the criteria in para 2(i) above shall be evaluated on the basis of their respective performance in the activities listed below.
- (b) Evaluation shall be made by the Committee constituted by the Vice Chancellor.
- (c) Each category shall carry 10 marks.
 - (1) Achievements in Moot Court Competitions/ Debates/Client Counseling/Essay Writing competitions etc/ Representation of University in competitions at International level.
 - (2) Publications and Paper Presentations
 - (3) Contribution towards organization of events at RGNUL including duties of Convener, Co-convener of different Committees.
 - (4) Sports achievements in Inter University Competitions, Achievements/Participation at National and International level
 - (5) Contribution to Social and Community Work
- (d) The average of the above shall be added in the CGPA score of the student. For example, if a student has scored in the above categories as under:
 - (1) 8.5
 - (2) 7.5
 - (3) 7.0
 - (4) 7.5
 - (5) 7.0
 - 37.5
 - (a) Average of the above 7.5
 - (b) If the CGPA of the student is 9.0
 - Total score of the student 16.5

- (e) In case two or more students have the same score, the criteria for award of the medal shall be as under:
 - (1) The student having higher academic marks of all the semesters shall be given the medal.
 - (2) If the score remains the same after considering the academic score then the student elder in age shall be considered for award of the medal.

(4) Rules for Award of Vice-Chancellor's Medal

- (i) Vice-Chancellor's Medal shall be awarded to the students of under-graduate course only for the following categories:
 - (a) Medal for 2nd Best Overall Performance
 - (b) Medal for outstanding achievements in Moot Court Competitions.
 - (c) Best Girl Student
- (ii) The criteria and procedure for adjudging Chancellor's Medal for overall best performance shall apply for adjudging students for Vice-Chancellor's Medal in case of category 4 (i) (a) above.
- (iii) The student adjudged 2nd Best overall performer shall be awarded the medal in category 4 (i) (a).
- (iv) The criteria for adjudging medal in category 4 (i) (b) shall be as under:
 - (a) All general rules for award of medals shall apply provided however that when a student is given a special permission by the University to participate in the Moot Court Competition and miss the examination, the disqualification mentioned in 1(i)(a) and (b) of the General Rules for Award of Medals as given above shall not apply.
 - (b) Student should have secured not less than 60% marks in aggregate.
 - (c) Moot Court Committee shall work out the outstanding achiever in moot competitions on the basis of prescribed rules.

- (v) The criteria for adjudging medal in category 4(i) (c) shall be as under:
- (a) All general rules for award of medals shall apply for the medal of Best Girl Student.
 - (b) Top five girls from each batch on the basis of their academic performance shall be short-listed for evaluation for the Medal.
 - (c) Atleast five teachers, who are/who have taught these students at any time during the course of study as far as practicable, nominated by the Vice-Chancellor, shall evaluate these students on the basis of their behavior, etiquettes, overall performance, general conduct in and out of class on a scale of 10.
 - (d) The average of the marks shall be added to the CGPA score of the student.
 - (e) The student having highest score shall be awarded the Medal.
 - (c) That in case of tie, the criteria for award of the medal shall be as under:
 - (1) The student having higher academic marks of all the ten semesters shall be given the medal.
 - (2) If the score remains the same after considering the academic score as given above then the student elder in age shall be considered for award of the medal.

(5) Rules for Award of Medal in Specialisation Group

- (i) All general rules applicable for award of medals shall be applicable to grant of specialisation medals as well.
- (ii) There should be not less than five students enrolled in concerned specialization. If there were less than five students enrolled in a specialization, no medal shall be awarded.
- (iii) Overall aggregate marks of a student from Seventh to Tenth Semester shall be the criteria for award of medal in specialization group.

- (iv) That in case of tie, the criteria for award of the medal shall be as under:
 - (a) The student having higher academic marks of all the ten semesters shall be given the medal.
 - (b) If the score remains the same after considering the academic score as given above then the student elder in age shall be considered for award of the medal.

(6) Rules for Award of Sponsored Medals

- (i) The sponsored medals shall be awarded to the students as per the conditions of donor and in case there is no such condition the University may decide in accordance with the requirements.
- (ii) All general rules applicable for award of Medals shall be applicable for award of sponsored medals.

12. Rules regarding Printing/Preparation of Degrees/Diplomas/Certificates

The University shall observe the following procedure for printing/preparation of Degree/Diploma/Certificates before holding the Convocation.

- (1) The Controller of Examination shall get printed/prepared the Degree/Diploma/Certificates in the approved formats given in Annexure E.
- (2) Each Degree/Diploma/Certificates shall bear the seal of the University in printed and engraved form.
- (3) The Degree/Diploma/Certificate shall bear the nomenclature of the respective course, name of the recipient, his/her father's and mother's name, division, CGPA score with grade scale (if applicable).
- (4) The Degree of B.A.LL.B. (Hons.) Course shall conform to the requirement of the Bar Council of India.
- (5) The Degree/Diploma/Certificate shall be authenticated by the Assistant/Superintendent and Controller of Examination on the reverse.

- (6) The Degree shall be signed by the Chancellor, Vice-Chancellor and the Registrar. The Diploma/Certificate shall be signed by the Vice-Chancellor and the Registrar.
- (7) The following security measures must be taken to maintain the authenticity of the Degree/Diploma/Certificate:
 - (i) The leaf when got printed must bear a serial number at the reverse of the Degree/Diploma/Certificate.
 - (ii) Number of leaves printed and received from the printer shall be entered in a permanent register to be maintained by the University and each leaf so received shall be duly accounted for.
 - (iii) The printer shall give a certificate that, 'he has not printed any other leaf except those delivered to the University.
 - (iv) The issued Degree/Diploma/Certificate shall bear serial number marked by the University along with the Roll Number and Registration Number of the student. The record of this shall be entered in the permanent register to be maintained by the University.
 - (v) Degrees/Diplomas/Certificate shall bear the University hologram sticker.
 - (vi) Degree/Diploma/Certificate shall also bear the photograph of the candidate.
 - (vii) The Degrees/Diplomas/Certificates shall be issued by the University after lamination.



RAJIV GANDHI NATIONAL UNIVERSITY OF LAW, PUNJAB
(Established under Punjab Act No. 12 of 2006)

Photograph

**APPLICATION FORM FOR REGISTRATION
FOR ATTENDING CONVOCATION**

1	Name of the Student	_____
2	Father's Name	_____
3	Degree/Diploma/Certificate	B.A.LL.B. ☐ LL.M. ☐ Ph.D. ☐ Diploma ☐ Certificate Course ☐
4	Batch	_____
5	Registration No.	_____
6	Roll No.	_____
7	Contact details:	_____
	(a) Contact No.	_____
	(b) Email ID	_____
	(c) Latest Postal Address	_____
8	Travel details	_____
	(a) Date and time of arrival	_____
	(b) Date and time of departure	_____
9	Accommodation requirement	Yes ☐ No ☐
	If yes:	_____
	(a) Number of accompanying persons (Not more than two)	_____
10	Detail of Fee deposited Rs. _____ DD/University Receipt No. _____ date _____	

I hereby confirm that I shall attend the rehearsal and convocation on 01 and _____.

(Signature of the Student)

For Office Use

Particular	
1. Checked	_____
2. Fee Receipt Verified	_____

Signature



RAJIV GANDHI NATIONAL UNIVERSITY OF LAW, PUNJAB
(Established under Punjab Act No. 12 of 2006)

Photograph

**APPLICATION FORM FOR GETTING
THE DEGREE IN ABSENTIA**

1	Name of the Student	_____
2	Father's Name	_____
3	Degree	B.A.LL.B. ☐ LL.M. ☐ Ph.D. ☐
4	Batch	_____
5	Registration No.	_____
6	Roll No.	_____
7	Contact details:	
	(a) Contact No.	_____
	(b) Email ID	_____
	(c) Latest Postal Address at which degree is to be dispatched	_____ _____ _____
8	Detail of Fee deposited	Rs. _____ DD No. _____ University _____ Receipt No. _____ Date _____

KNOWLEDGE EMPOWERS

Declaration

I hereby confirm that I shall not be able to attend the Convocation on _____.

- 1 I hereby solemnly declare and promise that if admitted to the Degree of _____
- 2 for which I have been recommended, I shall in my professional as well as personal life and conversation conduct myself as befits members of this University; that I shall, to the utmost of my capacity and opportunity, support the cause of justice, fairness and peace; and that I shall uphold and advance the social order constitutionally established and well being of all human beings everywhere and rule of law within the country and outside.

(Signature of the Student)

For Office Use

Particular	
1. Checked	_____
2. Fee Receipt Verified	_____

Signature

Model Ceremonial Sheet

At the Convocation of the University the following procedure shall be followed:

- Arrival of Members of the Academic Council, Executive Council, General Council, the former Chancellors, the Chancellor, the Visitor and other dignitaries.
- Wearing of Ceremonial Gowns by the Chief Guest, Visitor, former Chancellors, Chancellor, Vice-Chancellor, Registrar, Guests of Honours, Members of University Statutory Bodies and faculty.
- As the marching tune is played, the Academic Procession shall move. As the procession enters the Convocation Hall, all the candidates and invitees in the Hall will rise and keep standing.
- At the foot of the dais, the REGISTRAR will stand to the right of the central steps facing the procession.
- The members of the General Council, Executive Council, Academic Council and other dignitaries will part near the central steps. Members on the right go up to the dais by the steps to the right and members on the left by the steps to the left.
- The Chief Guest and other dignitaries will proceed to their respective seats on the dais by the central steps.
- The Registrar will proceed to his seat, after the dignitaries take their seats.
- National Anthem shall be played/sung.

- **Welcome Address by the Vice-Chancellor and brief report about the University.**

- At the conclusion of the address, the Vice-Chancellor will request the Chancellor, RGNUL to declare the Convocation open in the following words:

"Hon'ble Chancellor, Rajiv Gandhi National University of Law, Punjab I have the honour to request you, Sir, to declare the RGNUL First Convocation open."

- The Chancellor declares the Convocation open in the following words:

"I declare the Convocation Open."

- The Vice-Chancellor, would request to the Chancellor,

- **"Hon'ble Chancellor this Convocation of the Rajiv Gandhi National University of Law, Punjab has been called to confer the Degrees upon the persons whose names have been approved by the General Council for the Degree of Doctor of Laws (LL.D.) *Honoris causa* and also the candidates who, after respective examinations held for the purpose, have been found eligible for receiving their respective degrees."**

Sir, may I have the honour to read the citation for _____ who has been found fit and proper person by the General Council to receive degree of Doctor of Laws *Honoris causa*."

The Chancellor would say

- **"Let the citation be read"**

- The Vice-Chancellor would read the citation in the presence of the person to whom the Honorary Degree is to be conferred.

Then the Vice-Chancellor would request the Chancellor.

- **"Sir, I pray the degree of Doctor of Laws *Honoris causa* may be bestowed upon _____"**

Chancellor would say

- **"By the virtue of the authority vested in me as Chancellor of this University I confer the degree of Doctor of Laws *Honoris causa* on you and authorize you to wear the costumes and insignia thereof."**

Vice-Chancellor will take permission from the Chancellor in the same manner for any other *honoris causa* degree, if any, to be bestowed.

Then the Registrar would request the Chancellor for permission to present the candidates for Doctor of Philosophy (Ph.D.), Master of Laws (LL.M.) and Bachelor of Arts and Laws (Honours) [B.A.LL.B. (Hons.)] Degree by saying

"Hon'ble Chancellor, I have the honour to bring before you the candidates who have qualified for the award of degree of Doctor of Philosophy, Master of Laws and Bachelor of Arts and Laws (Honours).

Let the candidates for degree stand forward."

- All the candidates standing, the Chancellor puts to them the following question:

"Do you sincerely promise and declare that, if admitted to the Degree for which you are candidates, and for which you have been recommended, you will in your professional as well

as personal life and conversation conduct yourself as befits members of this University; that you will to the utmost of your capacity and opportunity, support the cause of justice, fairness and peace; and that your will uphold and advance the social order constitutionally established and well being of all human beings everywhere and rule of law within the country and outside.

- All the candidates will collectively answer:

"I do promise."

- With this, the candidates resume their seats.
- Then the Chancellor would say:

"Let the candidates be now presented."

Ph.D. (DOCTOR OF PHILOSOPHY)

- The Registrar will then presents to the Chancellor, the candidate taking the Degree of Doctor of Philosophy (Ph.D.) 'in person' in the following words:

"Sir, I have the honour to present to you the candidate for the Degree of Doctor of Philosophy. She has been found qualified for the Degree of Doctor of Philosophy to which I pray she may be admitted.

Candidate taking the Degree of Doctor of Philosophy (Ph.D.) please stand forward."

- The candidate taking the Degree of Ph.D. will stand at her seat, bow to the Chancellor and remain standing.
- When the candidate is so presented, the Chancellor shall say to the candidate:

"By virtue of the authority vested in me as the Chancellor, Rajiv Gandhi National University of Law, Punjab, I admit you, to the Degree of Doctor of Philosophy in this University and authorize you to wear the approved costumes and insignia thereof."

- The Registrar would say
- **"I call upon Ms. _____ to receive her degree from the Chancellor."**
- The candidate whose name is announced by the Registrar will then proceed to the Chancellor by the central steps, to receive the degree, bow and return to her seat.

LL.M. (MASTER OF LAWS)

- The Registrar then presents to the Chancellor the candidates taking the Degree of Master of Laws (LL.M.) 'in person' as well as *'in absentia'* in the following words:

"Sir, I have the honour to present to you the candidates for the Degree of Master of Laws whose names are set out in the list. They have been found qualified for the Degree of Master of Laws (LL.M.) to which I pray they may be admitted."

Candidates taking the Degree of Master of Laws 'in person' will please stand forward."

- The candidates taking the Degree of LL.M. 'in person' will stand at their seats bow to the Chancellor and remain standing.
- When the candidates are so presented, the Chancellor will say to the candidates:

"By virtue of the authority vested in me as the Chancellor, Rajiv Gandhi National University of Law, Punjab, I admit you, as also the candidates *in absentia* to the Degree of Master of Laws in this University and authorize you to wear the approved costumes and insignia thereof."

- The candidates receiving the degree 'in person' will then proceed to the Chancellor by the central steps, one by one, as their names are called by the Registrar, receive the degree, bow and return to their seat.
- Thereafter the Registrar will also read out the names of the candidates receiving the degree '*in absentia*'.

**B.A.LL.B. (HONS.)
[BACHELOR OF ARTS AND LAWS (HONOURS)]**

- The Registrar then presents to the Chancellor, the candidates taking the Degree of Bachelor of Arts and Laws (Honours) [B.A.LL.B. (Hons.)] 'in person' as well as 'in absentia' in the following words:

"Sir, I have the honour to present to you the candidates for the Degree of Bachelor of Arts and Laws (Honours) whose names are set out in the list. They have been found qualified for Bachelor of Arts and Laws (Honours) to which I pray they may be admitted."

The candidates taking the Degree of B.A.LL.B. (Hons.) in person please stand forward."

- The candidates taking the Degree of B.A.LL.B. (Hons.) in person will stand at their seats, bow to the Chancellor and remain standing.
- When the candidates are so presented, the Chancellor shall say to the candidates.

"By virtue of the authority vested in me as the Chancellor, Rajiv Gandhi National University of Law, Punjab, I admit you, as also the candidates 'in absentia' to the Degree of Bachelor of Arts and Laws (Honours) in this University and authorize you to wear the approved costumes and insignia thereof."

- The candidates receiving the degree 'in person' will then proceed to the Chancellor, by the central steps, one by one, as their names are called by the Registrar, receive the degree, bow and return to their seats.
- Thereafter the Registrar will also read out the names of candidates receiving the degree 'in absentia'.
- The REGISTRAR will then place the record of the Degrees that have been awarded before the Chancellor, who will sign the same.
- Then the **Gold Medals** are awarded to the candidates in the order in which the names are called by the Registrar. The candidate so presented will proceed to the dais, bow, receive the Medals, from the Chancellor/other dignitary as announced, bow again and return to the seat.
- Then other medals/prizes shall be awarded by calling upon the candidates at the dais.
- Then the Chancellor and the Vice-Chancellor medals shall be awarded by the Chancellor and the Vice-Chancellor.
- The Vice-Chancellor will invite the Chancellor, Hon'ble _____, Chief Justice of Punjab & Haryana High Court to deliver the Chancellor's address in the following words:
- **"Hon'ble Mr. Justice _____ the Chief Justice, Punjab & Haryana High Court and the**

Chancellor, RGNUL Sir, I have the honour to request you to deliver the Chancellor's Address."

- Address by the Hon'ble Mr. Justice _____, Chief Justice, Punjab & Haryana High Court and Chancellor, Rajiv Gandhi National University of Law, Punjab.
- The Vice-Chancellor will then invite Hon'ble _____ to deliver the Convocation Address in the following words:

**"Hon'ble _____
Sir, I have the honour to request you to deliver the Convocation Address."**

(Address by Hon'ble _____).

- The Vice-Chancellor shall request the Chancellor to declare the convocation close.
- **"Hon'ble Chancellor Rajiv Gandhi National University of Law, Punjab, Sir, I have the honour to request you to declare the Convocation closed."**
- The Chancellor declares
- **"I declare the Convocation closed."**
- **National Anthem**
- All the persons in the convocation shall remain standing at attention till the National Anthem is over.
- At the end of the National Anthem, while others remain standing, the Academic Procession returns in the reverse order as entered, as the band plays the marching tune.
- After the Academic Procession leaves the Convocation Hall the Dignitaries and the graduates assemble outside the Hall for group photograph.

Sr. No.	Category	Dignitaries / Designations	Gown Specifications
1	VVIPs	1. Chief Guest 2. Visitor 3. Chancellor 4. Guest of Honor 5. Hon'ble Judge, Member of General Council 6. Vice-Chancellor 7. Registrar	Special Black Gown with heavy embroidery work and Maroon scarf with Phulkari embroidery
2	VIPS	Members of RGNUL Statutory Bodies (General Council, Executive Council)	Black Gowns with light embroidery work and Maroon scarf with Phulkari embroidery
3	RGNUL Faculty	Professor, Associate Professor, Assistant Professor	Faculty - Ph.D. Black gown with golden stripes and Maroon scarf with Phulkari embroidery Faculty-Non Ph.D. Black gown with yellow face and Maroon scarf with Phulkari embroidery
4	Ph.D. Degree and LL.D. Degree	Doctoral Degree candidates and Post Doctoral candidates	Maroon Gown with cream scarf
5	LL.M. Degree	Post-Graduate students	Black Gowns with blue scarf
6	B.A.LL.B. (Hons.) Degree	Graduate Degree candidates	Black gowns with yellow scarf

(Amendment approved by the Executive Council meeting dated 11.01.2025 (Para EC-20))

Annexure-E

RAJIV GANDHI NATIONAL UNIVERSITY OF LAW, PUNJAB

Sample



(Established under Punjab Act No. 12 of 2006)

**DOCTOR OF LAWS
(LL.D.)**

This is to make known that the General Council



the Degree of

**DOCTOR OF LAWS (LL.D.)
(Honoris causa)**

Given under the Seal of this University

Registrar

Patiala
2 February, 2013

Chancellor

Vice-Chancellor

Roll No.: Registration No.:

RAJIV GANDHI NATIONAL UNIVERSITY OF LAW, PUNJAB

(Established under Punjab Act No. 12 of 2006)



God

Having been examined and declared successful in the courses prescribed under the University Regulations and upon the recommendations of the Academic Council and the Executive Council of the University,

LL.M. (Two Year Course)

The degree of
is awarded to

Sh. _____ Mother's Name: Smt. _____
He has passed the course in _____ Division with specialization in _____
securing _____ Percent Marks
with CGPA (Cumulative Grade Point Average) of _____ and Grade _____
Medium of instruction and examination: _____
Given under the Seal of this University

Registrar

Vice-Chancellor

Chancellor

Roll No.:

Registration No.:

RAJIV GANDHI NATIONAL UNIVERSITY OF LAW, PUNJAB

(Established under Punjab Act No. 12 of 2006)



Justice

Having been examined and declared successful in the courses prescribed under the University Regulations and upon the recommendations of the Academic Council and the Executive Council of the University,

B.A.L.L.B. (Hons.) Five Year Integrated Course (FYIC)

the degree of

is awarded to

He has passed the course in _____ *Mother's Name: Smt.* _____
Securing _____ *Division with specialization in* _____
with CGPA (Cumulative Grade Point Average) of _____ *Percent Marks* _____ *and Grade* _____
Medium of instruction and examination: _____
Given under the Seal of this University

Registrar

Vice-Chancellor

Chancellor



B.A.LL.B. (HONS.) FIVE YEAR INTEGRATED COURSE (FYIC)
CUMULATIVE GRADE POINT AVERAGE (CGPA)
SCALE

SR. NO	SCORE (%)	GRADE POINT	GRADE
1.	Above 80	10	(O) Outstanding
2.	75-80	9.5	(E) Excellent
3.	70-74	9.0	(D) Distinction
4.	65-69	8.5	(A+) High First Class
5.	60-64	8.0	(A) First Class
6.	55-59	7.5	(B+) High Second Class
7.	50-54	7.0	(B) Second Class
8.	Below 50	0.0	(F) Fail

Controller of Examinations

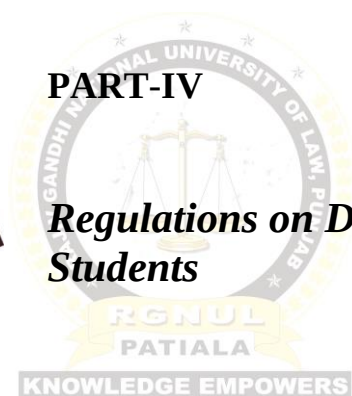
RGNUL Gazette Notification No. B.A.LL.B. (Hons.) Tenth Semester May, 11/1 dated 07.06.2011
Issued at Patiala
RGNUL/Deg./Leaf No. B - 0001

Serial No. :
Prepared by :
Checked by :
Supdt. (Exam.):



PART-IV

Regulations on Discipline Among Students



PART-IV

REGULATION ON STUDENT'S DISCIPLINE
RGNUL Regulation Framed Under Section 33 of
The Rajiv Gandhi National University of Law
(Punjab Act No. 12 of 2006)
(Amendment approved by the Executive Council meeting
dated 22.03.2022 Para 13)

1. Scope and Application

- (1) These Regulations shall be applicable to all the students of RGNUL on Roll in all the courses.
- (2) All RGNUL students are required to maintain good conduct, discipline and decency within and outside the University.
- (3) Any student who commits breach of Code of Conduct or indulges in any act of any kind of indiscipline shall be liable to be punished under the RGNUL Regulations.

2. Code of Conduct

Code of Conduct are the general norms of good behaviour prescribed under these Regulations. These include the following:

1) General Code of Conduct

RGNUL students shall-

- not do anything which is unbecoming of RGNUL students
- **maintain cordial relation with their fellow students, university staff and faculty**
- respect culture and tradition of fellow students
- **wear prescribed 'dress code' on the specified day**
- wear identity card as per directions issued by the authorities
- follow the dress code
- **not to use mobile phones or e-devices during class rooms/official functions**
- maintain cleanliness and hygiene at the campus
- be honest and truthful
- **upkeep high moral and ethical values**
- follow the University timings and schedule

- **Not to enter the prohibited areas during specified time from 8:00 pm to 5:00 am (faculty residence, rose garden, children park etc.)**
- be regular in their class attendance. In case of unavoidable circumstance shall seek prior leave as per University norms
- maintain such other conduct as may be notified by the University from time to time.

(2) Hostel Code of Conduct

RGNUL students shall-

- not to stay back in hostels while classes are going on
- not to allow any outsider in the hostel
- maintain due tidiness and hygiene in their hostel room
- not to take their meals to the hostel rooms
- not to use the music systems in a manner that may disturb other students
- **to remain in their respective hostel rooms between 12:00 midnight to 5:00 a.m. strictly.**
- save and conserve electricity and water
- maintain such other conduct as may be notified by the University from time to time.

3. Disciplinary action for violation of Code of Conduct

- (1) The student who violate the Code of Conduct shall be issued a warning by the Authorised Teacher/Hostel Warden/Officer on the first violation.
- (2) **On subsequent violation the Authorised Teacher/Hostel Warden/ Officer may impose a fine of Rs. 1000 for every act of violation.**
- (3) **On repeated violation the matter shall be reported by the Authorised Teacher/Warden/Officer to the Chief Warden. The Chief Warden after giving an opportunity of hearing to the student may impose a fine upto Rs. 2000 for each violation.**
- (4) **For any grievance regarding disciplinary action under these provisions the student may make an application for review to the Dean Students Welfare. The decision of the Dean Students Welfare shall be final for all matters of violation of Code of Conduct. First appeal against the**

decision can be made to Registrar and final appeal to Vice-Chancellor against the decision of Registrar.

- (5) When a fine is imposed upon a student for three times in a semester or five times in an academic session for violation of Code of Conduct, it shall be considered as deemed to be **"indiscipline"**.

4. Indiscipline

Indiscipline is categorized according to the gravity of the act as under:

- (1) Indiscipline
- (2) Serious Indiscipline
- (3) Grave Indiscipline

5. The following acts are identified as acts of indiscipline in different categories:

- (1) **Indiscipline:** Incidents of Indiscipline shall include the following:
- (i) causing disturbance in the classroom/hostels
 - (ii) misbehaviour with staff/employees of the University or contractors
 - (iii) abusing/insulting the fellow students
 - (iv) leaving campus without permission
 - (v) reporting late at Hostel
 - (vi) allowing any guest to stay in hostel room
 - (vii) cooking meals in the hostel room
 - (viii) changing room without permission of the Warden
 - (ix) using unauthorized electric gadgets in hostel rooms
 - (x) organizing parties in the hostel rooms
 - (xi) bringing vehicle at the University Campus without permission
 - (xii) any other act notified by the University from time to time
 - (xiii) **Entering into the prohibited area as specified from time to time**
- (2) **Serious Indiscipline:** Incidents of Serious Indiscipline shall include the following:
- (i) misbehavior with Teacher/University authorities
 - (ii) smoking, drinking of liquor in the campus
 - (iii) **roaming under the influence of liquor/narcotics with in the campus**

- (iv) **bringing/supplying liquor, cigarette etc. or possession thereof at campus/hostels.**
 - (v) third incident of indiscipline in one academic session or fifth incident of indiscipline in the course
 - (vi) threatening/intimidating fellow students/ employees
 - (vii) display vulgarity in any form
 - (viii) damaging or defacing University property
 - (ix) theft in hostel or at the Campus
 - (x) any other act notified by the University from time to time
- (3) **Grave Indiscipline:** Incidents of grave indiscipline shall include the following:
- (i) ragging in any form
 - (ii) physical assault on any person on the campus
 - (iii) indecent behaviour of sexual nature at the campus (both consensual and non-consensual)
 - (iv) any act of violence or moral turpitude that is an offence under any law in force in the country committed at or outside the campus
 - (v) **bringing/supplying of narcotics or possession thereof at campus/hostels.**
 - (vi) three repeated incidents of serious indiscipline shall be considered as grave indiscipline

6. Punishments for Indiscipline

Any student found guilty of indiscipline shall be liable for fine upto Rs. 5000 with or without community Service in the form of duty in the library/computer lab/hostel/any office/working place of the University for a period upto one week.

7. Punishment for Serious Indiscipline

Any student found guilty of serious indiscipline shall be liable for fine upto Rs. 10000 with or without community service at the Library/Computer Lab/ Hostel/any office or other working place of the University upto two weeks.

8. Punishment for Grave Indiscipline

A student found guilty of grave indiscipline shall be-
liable to a fine as determined by the Vice-Chancellor
Or
debarred from examination with or without fine

Or
rusticated from the University/Hostel.

Explanation:

- (i) Debarring of a student from examination may be for one or more papers in a semester/semesters or more than one semester.
- (ii) Rustication shall be construed as expulsion of the student from the University for all times.

9. Interaction with Parents

In all the incidents of indiscipline/violation of code of conduct or hostel rules, the parents of the concerned students shall be called to the campus to counsel their wards in the academic and institutional interests.

10. Procedure to deal with act of Indiscipline

- (1) In all the cases where the faculty members/wardens/officers of the university find any student violating these regulations or in possession of any prohibited substance, the faculty members/wardens/officers of the university shall have the authority to impose spot fine upto Rs. 2000/- on each incident of indiscipline.
- (2) For any grievance regarding the spot fine under these provisions the student(s) may make an application for review to the Registrar. The decision of the Registrar shall be final.
- (3) Any act of indiscipline/ serious indiscipline/ grave indiscipline, the matter may be reported by any Warden/Teacher/Officer/Security staff/other concerned person to the Dean Students Welfare/Administrative Officer/Registrar.
- (4) On the receipt of any complaint/report of serious and grave indiscipline, the Vice-chancellor shall constitute a disciplinary committee to inquire the complaint(s)/report related to indiscipline of any nature. The Vice-Chancellor shall also have the authority to constitute any special committee considering the gravity of the complaint, if required.
- (5) The Committee shall hold inquiry and collect relevant information/ evidence about the incident. The concerned student shall be given opportunity to explain his/her position.

- (6) The Committee shall submit its report on the facts and circumstances of the case, as also its finding on the guilt of the student, to the Vice-Chancellor through Registrar along with proposed nature and quantum of punishment.
- (7) The Vice-Chancellor on perusal of the recommendations of the above said Committee and record may confirm the recommendations of the committee or pass an appropriate order/ award punishment as prescribed by these regulations for indiscipline/ serious indiscipline/grave indiscipline. The decision of the Vice-Chancellor shall be final.

...





PART-V

Regulations Regarding Misconduct and Unfair Means in Examinations



PART-V

USE OF UNFAIR MEANS AND MISCONDUCT IN EXAMINATIONS (As approved at the meeting of the Executive Council held on 27.09.2010 Para 25)

1. In relation to the University Examinations, a candidate may be liable for:
 - (1) Using Unfair Means (UMC)
 - (2) Misconduct

Explanation: The University Examination includes Mid Term, End Term or any other Examination in which the performance of the candidate is evaluated for the purpose of inclusion in any certificate / degree issued by the University.

2. The unfair means case may be of First Degree, Second Degree and Third Degree as under:

(1) Unfair Means Cases of the First Degree

- (i) Copying from any paper, book, notes, answer book or any other material / device in any form that is used to answer a question in the examination.
- (ii) Allowing any other candidate to copy from his / her answer book.
- (iii) Receiving or giving help by / to a candidate for copying in the examination
- (iv) Copying in the examination by exchanging the answer book or part thereof.
- (v) Making impersonation or allowing other person to make impersonation in the examination in his/her place.
- (vi) Replacing the answer book or pages in the answer book.

(2) Unfair Means Cases of the Second Degree

- (i) Possession of any material relevant to the examination in any form including paper books or notes, matter written on clothes or on any part of the body or on table or desk or foot rule of

other instrument or device, even if the material is not used by the candidate.

- (ii) Taking or giving verbal help to the other candidate during the examination.
- (iii) Going out of the Examination Hall during the examination and consulting any material.
- (iv) Possession of mobile phone or other communication device in the Examination Hall.
- (v) Swallowing, attempting to swallow any paper in the Examination Hall.
- (vi) Taking out pages from the answer book.

(3) Unfair Means Cases of the Third Degree

- (i) Inadvertent possession of any material relevant to the examination and the candidate has not used it.
- (ii) Possession of any material not relevant to the examination in which the candidate is appearing on that date.
- (iii) Submission of Project Report / Term Paper / Dissertation as part of University Examination that is not his / her own works.

3. Misconduct Relating to Examination

The following acts and conduct shall be taken as misconduct in relation to the examination:

- (1) Leaving the Examination Hall without delivering the answer book
- (2) Intentionally tearing or damaging the answer book.
- (3) Using force against any member of the invigilatory staff.
- (4) Mis-behaviour with any member of the invigilatory staff.
- (5) Creating disturbance in the Examination Hall.
- (6) Making any kind of appeal to the examiner in the answer book.
- (7) Making any identity mark on the answer book.

- (8) Obtaining admission to examination hall on a forged admit card.
- (9) Furnishing of wrong information in the examination form.

4. Procedure for Handling Unfair Means Cases / Misconduct Cases

- (1) Whenever a candidate is found using Unfair Means in the University Examination the incriminatory material and the answer book shall be taken from the candidate.
- (2) The written report of the matter is to be made to the Centre Superintendent / Examination Incharge by the invigilator immediately about the use of Unfair Means and / or Misconduct on the part of the candidate.
- (3) Another copy of answer book shall be offered to the candidate to complete the paper.
- (4) The Centre Superintendent / Examination Incharge shall require the Candidate to make written statement about the incident.
- (5) On completion of the Examination the Centre Superintendent / Examination Incharge shall send the Unfair Means Case to the Controller of Examination / Registrar alongwith the following documents (as far as applicable) in separate envelop marked as 'UMC'.
 - (a) Answer book(s) of the Candidate
 - (b) Incriminating Material
 - (c) Seating plan with location of the student
 - (d) Report of the Invigilator
 - (e) Statement of the Candidate
 - (f) The copy of the question paper
 - (g) Report of the Centre Superintendent

- 5.**
- (1) The Vice-Chancellor shall appoint a committee of not less than three members from within or outside the University to decide the Unfair Means / Misconduct Cases.
 - (2) The quorum of the Committee shall be two.
 - (3) The Candidate concerned shall be given a chance of hearing / explanation in writing before the Committee.

- (4) The Committee shall give a finding as to the guilt of the Candidate for use of Unfair Means / Misconduct in the examination.
- (5) In case a candidate is found guilty of using Unfair Means or Misconduct in the examination, the Committee may propose the punishment for the Candidate as prescribed in these Regulations.

Provided that before recommending the punishment the Committee shall give an opportunity of hearing to the Candidate.

- (6) The report of the Committee, if unanimous for absolving the candidate **or recommended for cancellation of the paper/examination only**, shall be accepted by the Vice-Chancellor. Otherwise, if the report is not unanimous or candidate is found guilty **and debarred from appearing in future examination**, the case shall be put before the Executive Council in its next meeting for final decision.

(Amended approved by the EC dated 13.03.2013 Para 2)

- (7) The Executive Council may accept the report of the Committee with or without modifications in findings and recommended punishment of the Candidate or absolve him / her from the liability.

6. Punishments in Unfair Means Case

A candidate found guilty of using Unfair Means may be awarded the punishment as under:

- 1. **Use of Unfair Means shall be inquired into by the Unfair Means Committee.**
- 2. **The Unfair Means Committee shall submit a report to the Registrar who shall impose the penalty with reasons in writing. An appeal can be made to the Vice-Chancellor who shall either uphold or reduce the penalty, or condone the same.**

(Amendment approved by the Executive Council/Academic Council meetings dated 20.09.2021 Para 26 (17))

- (1) **Unfair Means of the First Degree:**

Disqualification from appearing in any University Examination upto six semesters duration including the examination in which he / she is found guilty.

Explanations: (1) In case impersonation is done by the student of the University the punishment of disqualification may also be imposed on him / her.

(2) Where an impersonation is committed by an outsider the case may be reported to the police.

(3) Any person who has impersonated and was not the student of the University may also be debarred from taking admission / examination of the University for specified duration.

(2) Unfair Means of the Second Degree:

(i) Disqualification from appearing in any University examination upto four semesters duration including the examination in which he / she is found guilty.

(3) Unfair Means of the Third Degree:

(i) Disqualification from the examination in which he / she was appearing or cancellation of the paper in question.

Explanation: In case of Project Report / Term Paper / Dissertation as part of University Examination that is not his / her own work the Project Report / Term Paper / Dissertation shall be cancelled.

7. Punishment for Misconduct

Punishment for Misconduct may be determined by the Unfair Means Cases Committee keeping in view the gravity of the misconduct, as under:

1. Use of Unfair Means shall be inquired into by the Disciplinary Committee.

2. The Disciplinary Committee shall submit a report to the Registrar who shall impose the penalty with reasons in writing. An appeal can be made to the Vice-Chancellor who shall either uphold or reduce the penalty, or condone the same

(Amendment approved by the Executive Council/Academic Council meetings dated 20.09.2021 Para 26 (17))

- (1) Disqualification from appearing in the examination upto six semesters, Or
- (2) Disqualification from the entire examination in which the misconduct was committed, Or
- (3) Cancellation of the paper in question.

Explanation: *The aforesaid punishment for misconduct during the examination may also be imposed in addition to any other punishment for indiscipline for which the student may be liable under the rules.*

8. A candidate who is involved in an unfair means case may be allowed provisional admission to the next higher class / examination of the same course, pending decision in his / her case, at his / her own risk and responsibility, subject to the condition that in the event of his disqualification, the fee paid by him / her for next higher class / examination shall not be refunded.

Provided that such a candidate shall not be allowed during the pendency of the case, any further provisional admission to the next higher course.

Provided further that in the event of his / her disqualification in the lower examination, as a result of unfair means case, the result of the higher examination taken by him / her provisionally, alongwith the lower examination or subsequently, during the pendency of the case as above, shall stand cancelled.

9.
 - (1) A candidate involved in an Unfair Means case in a lower examination, who has also appeared in the next higher examination, provisionally and whose result for the lower examination is declared late owing to his / her involvement in the unfair means case, his / her result for the higher examination shall be kept in abeyance, till he / she has exhausted the permissible number of chances for the lower examination.
 - (2) In the event of the candidate having failed in the higher examination, he / she shall be informed of the paper(s) in which he / she has failed and is eligible to reappear to enable him / her to take the higher examination, alongwith the lower examination.

- 10.** A candidate who is disqualified for the use of Unfair Means in a University examination, may on the expiry of the period of his / her disqualification, be allowed the same number of chances to appear in the examination as are missed.





PART-VI

Financial Regulations

- I General
- II Forms of Accounts and their Maintenance
- III Receipts
- IV Expenditure
- V Budget
- VI Audit
- VII Imprest
- VIII Books of Accounts
- IX Quotations/Tenders
- X Writing of Losses
- XI Corpus Fund

PART -VI

FINANCIAL REGULATIONS

I

GENERAL

- (1) These regulations are known as the Financial Regulations of the Rajiv Gandhi National University of Law, Punjab, Patiala, hereinafter called the 'University'.
- (2) The purpose of these Financial Regulations is to provide control over the totality of the University's resources and to provide assurance that the resources are being properly applied for the achievement of the following:
 - Financial Viability
 - Value of Money
 - Safeguarding the Assets
 - Legislative and Regulatory Compliance
 - Proper Stewardship of Public and Charitable Funds
- (3) The funds of the University shall be utilized only in furtherance of the objectives and functions of the University as stipulated in the *Rajiv Gandhi National University of Punjab Act* (Act No. 12 of 2006) and in accordance with the provisions made in the budget by the Executive Council of the University from time to time.
- (4) No expenditure shall be made unless such expenditure has been sanctioned by the authority competent to do so under the University Act and the Regulations framed thereunder.
- (5) The words General Council, Executive Council, Academic Council, Finance Committee, Academic Planning Board, Vice-Chancellor and Registrar shall have the same meaning as defined in the *University Act, 2006*.
- (6) The financial year of the University shall be 1st April to 31st March of the following Calendar Year.

- (7) The Finance Officer means 'Finance Officer' appointed by the University. Till the Finance Officer is appointed, the Registrar shall also perform the duties of the Finance Officer for such time.
- (8) The Finance officer shall be permitted to keep an amount of Rs.10,000/- (Rupees Ten Thousand Only) as the Imprest Amount.
- (9) The account of amounts received for a specific purpose from any source shall be maintained separately.
- (10) The expenditure shall be made as per the Budget Estimates approved by the competent statutory body/bodies of the University.
- (11) The Budget shall contain the various heads under which the expenditure is sanctioned.
- (12) The Vice-Chancellor shall be competent to approve expenditure as per the budget provision approved by the concerned statutory body/bodies of the University.
- (13)
 - (i) The Registrar shall be competent to sanction expenditure amounting to Rs. 50,000/- (Rupees Fifty Thousand only).
 - (ii) The Vice-Chancellor shall be competent to sanction expenditure upto Rs. 50,000/- (Rupees Fifty Thousand only) and above; and
 - (iii) Payment of all electricity, water charges and telephones bills etc. etc. shall be sanctioned by the Registrar on actual basis.
- (14) The Vice-chancellor shall have the authority to sanction expenditure of unforeseen nature and to meet special demands to the tune of Rs. 10,00,000/- (Rupees Ten Lakh only) not provided for in the budget.
- (15) A separate Bank Account shall be opened in a Nationalized Bank to keep the Government Grants or the Grants received from other agencies/ organizations as well as from private / individual donors / institutions etc.
- (16) The members of the teaching and the non-teaching staff shall be eligible for travelling and halting allowance according to the Punjab

Government Rules as amended from time to time. TA bills of Staff shall be countersigned by the Registrar.

- (17) The Registrar may permit withdrawal of an advance for the travelling allowance and daily allowance of the officers and the employees of the University, upto 75% of the estimated expenditure.
- (18) The Finance Officer shall be responsible for the proper maintenance of all the accounts of the University.
- (19) The University shall keep and maintain such books of accounts, registers, receipt books and files, as far as possible, conforming to those already maintained by the University.
- (20) The books of accounts and all other books and documents connected with them shall remain under the custody of the Superintendent (Accounts) of the University.
- (21) All the property, assets, money and securities belonging to the University shall stand in the name of the Registrar, Rajiv Gandhi National University of Law, Punjab, Patiala.
- (22) The Executive Council may establish one or more funds by transferring such sums as it may deem fit out of the amount of the receipts of the University.
- (23) There shall be a Central Stock Register wherein entry of each item purchased shall be made and from where the articles shall be issued to the various Centres/Offices, where a separate Stock Register of receiving articles shall be maintained for non-perishable items.
- (24) The University shall maintain the Provident Fund Account of employees as per policy framed and approved by the competent authority/body.

II

FORMS OF ACCOUNTS AND THEIR MAINTENANCE

- (5) The University shall maintain the following accounts books in English:

Cash Book, Ledger, Register for Investment, Central Stock Register, Stock Register, Property Register, Register of Books and Periodicals, Provident Fund Register, Salary Register, Register Regarding Staff, their Attendance and Absence, Dak Receipt and Dispatch Register etc. etc. and such other books as may be prescribed from time to time.

- (6) The books of accounts shall be maintained on the cash basis. All moneys received and spent shall be immediately brought into account in the University Cash Book and the ledger.

III

RECEIPTS

- (iv) All sums received on account of the University shall be received in the name of the Registrar and shall be forthwith sent by him to the Banks for credit to the accounts concerned. Receipts for the money received shall be signed by the Accounts Clerk/Superintendent (Accounts) on behalf of the Registrar.
- (v) Cash received shall be deposited in the Bank on the same day. If it is a Bank holiday or if the cash is received after the Bank Business hours, it shall be deposited on the next working day.
- (vi) The funds of the University shall have to be deposited or invested in a Nationalised Bank or a Scheduled Bank. The Accounts shall be opened in the name of the University. The Registrar shall be competent to operate the accounts under the following distinct heads:

- (a) Current Account
- (b) Saving Bank Account
- (c) Employee Provident Fund/General Provident Fund Account
- (d) Gratuity Fund Account
- (e) Special Endowed Trusts and
- (f) General Endowment Fund Accounts

and under such other 'heads' as may be determined by the Executive Council from time to time. No inter se transfer shall be made from accounts (c), (d), (e) or (f) to any other account. The Registrar shall, however, be competent to effect temporary transfer of funds between the Current Account and the Saving Bank Account.

IV

EXPENDITURE

- (1) All bills shall be checked by the officer to whom this duty is assigned and shall be certified as correct by the concerned officer or any other officer or officers nominated for the purpose and shall be signed by the Registrar. When the sanction of the Vice-Chancellor is required for the payment of any bill, the Registrar shall obtain such sanction before the payment is made and shall endorse on the bill a reference to the order in question.
- (2) To meet the expenditure of an urgent nature, the Registrar may sanction such advances to the expending authority as he may consider necessary against the budget provision in respect of all Departments/Officers up to Rs. 5,000/- (Rupees Five Thousand Only) and Vice-Chancellor for the amounts above Rs. 5,000/- (Rupees Five Thousand Only). The Head of a Teaching Department/Centre may seek advance as per the requirement to be sanctioned by the competent authority.

Provided that in the absence of the Registrar/Vice-Chancellor, the Finance Officer shall be authorized to sanction such advances subject to confirmation of the advance from the competent authority on his return. The Registrar shall be competent to approve adjustment of the

advances. The person holding the advance shall be responsible for its judicious spending and submitting the adjustment account within one month from the date of advance. The Office Superintendent, Senior Assistant/Assistant and the clerk concerned shall be jointly responsible for adjusting the amount of the advance within one month.

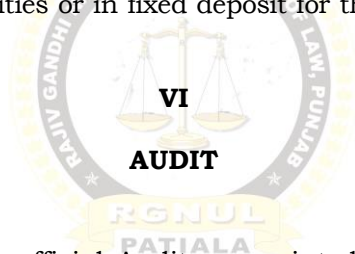
- (3) Payments shall be made by the crossed cheques signed by the Registrar, or as may be authorized by the Executive Council from time to time.
- (4) All payments above Rs. 2,000/- (Rupees Two Thousand Only) except salary and allowances of the staff shall be made by cheque only.

V
BUDGET

The Budget Estimates recommended by the Finance Committee, shall be considered and approved by the statutory bodies of the University not later than 31st March of each year.

- (a) In the Budget Estimates, credit shall be taken for the amount of interest and profits of the General Endowment Fund, the amount of the Government Grant, subscription and donations received from the sources during the previous three years, excluding from this average any subscriptions given for investments of exceptionally large amount and for income from fees calculated on the bills of the actual income of the two previous years, revised figures for the current year and the expected estimates for the budget year in the same way.
- (b) The Budget shall contain the various 'heads' under which the expenditure is sanctioned.
- (c) The Vice-Chancellor may sanction re-appropriation of the amount provided in one or more 'sub-heads' to the other sub-heads out of the provision made for a particular Department/Head subject to the following conditions:

- (i) No re-appropriation shall be made which involves undertaking of a recurring liability, that is, a liability which extends beyond the financial year in question.
 - (ii) No re-appropriation shall be made out of the committed expenditure, that is Salary, D.A., Provident Fund, House Rent etc. etc.
 - (iii) No re-appropriation be made out of non-recurring amount to an unapproved project.
 - (iv) No re-appropriation be made from one Department to another or from one 'major head' to another 'major head'.
- (d) The Vice-Chancellor, subject to the control of the Executive Council, may order that any uninvested balance at credit of any particular trust or trusts or of any other University Account shall be invested in Government securities or in fixed deposit for the benefits of the account concerned.



- VI**
AUDIT
- (13) In addition to the official Auditor appointed by the Government for the purpose of pre-audit of the University Accounts, an Auditor (Chartered Accountant) may be appointed by the Vice-Chancellor for audit of other accounts not covered by the Pre-Audit System of the Government.
- (14) It shall also be duty of the Auditor (Chartered Accountant) to prepare an Annual Audit Report of such accounts of the University certified by him to be correct. He shall see:
- that the accounts of the University are properly kept;
 - that the state of balance shown therein agrees with the Bank's accounts;
 - that all payments are supported by the proper vouchers and that they are under the proper sanction; and
 - that all receipts and payments are properly classified.

VII

IMPREST

IMPREST TO MEET DAY TO DAY EXPENSES (Amendment approved by the Executive Council/Finance Committee at its meeting held on 30.10.2013 Para 16)

1. University Health Centre Rs. 10,000
 2. Drivers
 - (i) Vice-Chancellor Rs. 10,000
(Enhancement of imprest of VC Office from Rs. 5,000 to Rs. 10,000/- approved by the Executive Council/Finance Committee meetings dated 20.01.2018 Para 3 (9))
 - (ii) Registrar Rs. 5,000
 3. Guest House Rs. 5,000
 4. Maintenance Branch Rs. 10,000
 5. Repair of Vehicles/Machinery (Property Incharge) Rs. 10,000
 6. Accounts Branch Rs. 20,000
(Enhancement of Imprest amount of Accounts Branch from Rs. 10,000 to Rs. 20,000/- Amendment approved by the Executive Council/Finance Committee meetings dated 20.01.2018 Para 3 (9))
 7. General Branch Rs. 10,000
(Amendment approved by the Executive Council/Finance Committee at their meetings held 27.03.2021/25.03.2021 (Para 2 (19))
 8. Honorarium/Travel Expenses of Visiting Faculty Rs. 50,000
 9. Plantation, Landscaping & Horticulture Rs. 30,000
(Inserted vide decision of Finance Committee dated 20.12.2022)
- Overall Imprest Rs. 1,25,000/-**
(Amendment approved by the Executive Council/Finance Committee at their meetings held 07.07.2018 Para 3 (8, 9)

VIII

BOOKS OF ACCOUNTS

- (1) The Registrar shall maintain the following Books of Accounts and Forms:
- (I) For the Special Endowed Trusts:**
 - (a) A Cash Book;
 - (b) A Ledger Exhibiting a Separate Personal Account for Each Trust; and
 - (c) A Bank Pass Book
 - (II) For the General Endowment Fund:**
 - (a) A Cash Book;
 - (b) A Ledger Exhibiting a Separate Account for Each Fund; and
 - (c) A Bank Pass Book
 - (III) For the Current Account:**
 - (a) A Cash Book;
 - (b) A Classified Register of Receipts;
 - (c) A Classified Register of Expenditure; and
 - (d) A Bank Pass Book
 - (IV) For the Provident Fund Account:**
 - (a) A Cash Book;
 - (b) A Ledger Exhibiting a Separate Personal Account;
 - (c) A Bank Pass Book; and
 - (d) A Liability Register
 - (V) For the Gratuity Fund Account:**
 - (a) A Cash Book; and
 - (b) A Bank Pass Book
- (2) All vouchers in support of the items of expenditure shall be retained for a period of eight years. Vouchers more than eight years old may, with the sanction of the Vice-Chancellor, be destroyed, provided that all accounts or documents relating to trust, donations, and subscriptions shall be preserved and further provided that these are not required in any court case or enquiry case.

IX

QUOTATIONS/TENDERS

- (1) No quotations shall be invited for all purchases upto Rs. 10,000/- (Rupees Ten Thousand Only). The purchaser shall certify that the purchases are made at the lowest possible market rates. For purchases exceeding Rs. 10,000/- upto Rs. 1,00,000/- (Rupees One Lakh), quotations shall be invited in a manner as prescribed by the Government from time to time. Tenders shall be invited for all purchases exceeding Rs. 1,00,000/- on the following conditions **(Amendment approved by the Finance Committee/Executive Council meeting dated 11.03.2014 Para 7):**
- (i) The tenderer has to deposit 2% earnest money with the University. The Vice-Chancellor shall, however, be authorized to waive the condition of 2% earnest money in exceptional cases.
 - (ii) A period of atleast three weeks from the date of publication shall be given for the receipt of tenders. However, in case of urgent demand, the period may be reduced to two weeks.
 - (iii) The Tenders/Quotations received should be in sealed covers.
- (2) The Registrar/Finance Officer shall prepare a comparative statement of the rates obtained and place the order of his requirements with the lowest quotationer/tenderer. Where the lowest quotation/tender is not accepted, sanction of the Vice-Chancellor shall be obtained before placing the order, giving the reasons for accepting the higher quotation/tender:

Provided that it shall not be necessary to invite quotations/tenders in any of the following cases:

- (i) Purchases made on the spot selected by a Committee consisting of Senior Officers/Finance Officer appointed by the Vice-Chancellor;
- (ii) Purchases made from the authorized dealers of the specific brands at the rates fixed by their principals;
- (iii) Purchases made from the Government Departments or from the Institutions patronized by the Government e.g. the Central Jail,

the Government Emporium, the Work Centres, Co-operative Stores etc. etc.

- (3) An agreement with the third party on behalf of the University, wherever required to be reduced in writing, shall be signed by the Registrar after approval of the Vice-Chancellor.

[Recommended by Finance Committee in its Meeting held on 14.03.2009 and approved by the Executive Council in its Meeting held on 14.03.2009 (Para 16)]

X

WRITING OFF LOSSES

Competent Authority for Writing of Losses

The following shall be the competent authorities to write off losses as mentioned against each.

(1)	The Registrar	Single item upto Rs. 1000/- but the total loss not exceeding Rs. 5000/- in a Financial Year.
(2)	The Vice-Chancellor	Total Loss Upto Rs. 10,000/- in a Financial Year
(3)	The Standing Committee (Appointed by the Executive Council):	Loss Above Rs. 10,000/-

Note-1: There will be Three Members of the Standing Committee. One member will be Registrar and other Two Members to be nominated by Executive Council.

Procedure for Writing off Losses

In the case of articles lost, damaged or stolen, the value of such articles for the purpose of 'writing off loss/recovery from the defaulter, as the case may be, shall be fixed by a committee to be constituted by the Vice-Chancellor.

The value so determined shall be subject to the approval of the Vice-Chancellor.

For determining the appropriate value of the articles, the committee shall take into account the purchase price, the possible wear and tear during the period it was used, the probable life of the article, and the circumstances under which such loss or damage was caused. Where it is established that the loss was caused with a malafide intention and responsibility is fixed, the committee, while assessing the price of the article, shall also take into account the market price of the article.

Writing off Losses of University Library Books

The following shall be the procedure for writing off losses of books of the University Library and Research Centres:

- (i) At the time of annual stock taking, a loss upto 3 books/journals per 1000 may be written off by the Vice-Chancellor on the recommendation of the Committee comprising the following:
 - (a) Registrar
 - (b) University Librarian
 - (c) Head of the Research Centre (nominated by the Vice-Chancellor)
- (ii) Writing off reference/rare books is not covered by clause (i). Each such case will be considered on merits by the Committee mentioned in (i) above. After making the due enquiry, the Committee will recommend suitable action to the Vice-Chancellor.
- (iii) The proposal of writing off the books/journals will be made by the following:
 - (a) University Library: By the Librarian
 - (b) Departmental Libraries: By the Head of the Department through the Librarian
 - (c) Research Centre: By the Co-ordinator of the Centre through the Librarian of the University Library.

Procedure for Auction

The Property Incharge of the Central Store would initiate steps for the auction of obsolete stores. Auction notice indicating the nature of items to be auctioned, date, time and place of auction will be issued. Such notices shall be given wide publicity by pasting of bills at important places or through any other media considered appropriate.

Each bidder would be required to deposit 10% of the amount as worked out by the committee as auction value before the party is allowed to participate in the bidding. The amount shall be refunded on-the-spot to the unsuccessful bidders for bids not accepted.

The bidder shall be required to deposit the entire amount minus the amount of security within the period as may be stipulated by the Auction Committee. Such period shall not ordinarily exceed one week.

Auction Amount

The entire amount shall be deposited in the Saving Account under Miscellaneous Income by the Superintendent (Accounts) of the RGNUL.

**STANDING COMMITTEE FOR WRITING OFF LOSSES ABOVE
RS. 10,000/-**

1. Registrar, RGNUL
2. Professor (Dr.) V. Vijaya Kumar, Registrar, National Law School of India University, Bangalore
3. Professor (Mrs.) Nishtha Jaswal, Department of Laws, Panjab University, Chandigarh

**(Approved by the Executive Council at its Meeting held on
15.02.2008 Para 12)**

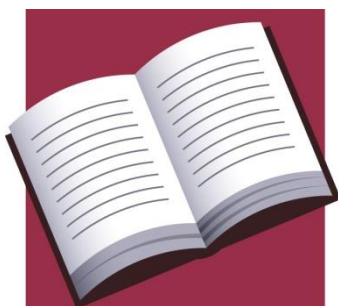
XI

CORPUS FUND

Creation and maintenance of Corpus Fund:

- (1) **The Objective:** The objective of the creation Corpus Fund shall be to ensure that the University becomes financially self supporting in future. Hence, the University is to create and augment the corpus fund from the available resources to generate ensured income.
- (2) **Creation:** The corpus fund shall be created from the Maintenance Grant received from the Government from time to time or from other sources.
- (3) **Investment of Corpus Fund:** The corpus fund shall be invested in fixed deposit in the nationalized Bank(s) so as to earn optimum interest. The amount put in corpus fund shall be preserved with sanctity and shall not be expended in any manner.
- (4) **Utilisation of Interest:** The interest earned on corpus fund may be used for capital or maintenance expenditure. The surplus amount, if any, may be kept in fixed deposit. However, the principal amount so invested and interest thereon shall be available for University expenditure.
- (5) **Maintenance of Accounts:** Separate cash book shall be maintained for the corpus fund account, which shall be duly audited. Statement of accounts of every financial year shall be placed before the Finance Committee, Executive Council and the General Council alongwith the Budget Proposals.

(Recommendations of the Finance Committee, Approved by the Executive Council at its meetings held on 14.03.2009 Para 16) (Appendix -16).



PART-VII

Regulations Relating to the Working of Construction and Maintenance Wing of RGNUL



PART-VII

REGULATIONS RELATING TO THE WORKING OF CONSTRUCTION AND MAINTENANCE WING OF RGNUL

These rules will be called 'The Construction and Maintenance Works Rules'.

1. Definitions

In these rules, the following terms and conditions, unless expressed to the contrary, shall have the meaning assigned to them as hereunder:

- (i) 'Advance payment' means a payment made on a running account to a contractor for the work done by him but not measured.
- (ii) 'On account payment' means a payment made on a running account to a contractor in respect of the work done or supplies made by him and duly measured.
- (iii) 'Administrative approval' denotes formal acceptance and is, in fact, an order of the competent authority to the University Engineer of the University to execute a certain work at a stated sum based on rough cost estimates with preliminary plans prepared by him.
- (iv) 'Contract work' is in the form of a written agreement and contains a stipulation as to the quantity and rates of items of work to be done and the time within which it is to be completed. It is generally for completed items of work, i.e. both for material and labour.
- (v) 'Final payment' means the last payment on a running account made to a contractor on the completion or determination of his contract and in full settlement of the account.
- (vi) 'Hand receipt' is a simple form of voucher intended to be used for miscellaneous payments and advances.
- (vii) 'Issue rate' means the cost per unit of an article borne on the stock account of the construction department for calculating the amount creditable to the sub-head concerned of the stock account by charge to the account or service concerned on the article being issued.

Note: The issue rate includes carriage and other incidental charges incurred on acquisition, but does not include storage charges. It shall not be in excess of the market rate.

- (viii) 'Market rate' when used in respect of an article borne on the stock account of the Construction Department, means the cost per unit at which the article or an article of similar description can be procured, at a given time at the stores godown from the public market.
- (ix) 'Piece work' is an agreement in the form of work order (and not a contract) which contains only a specification of the work and rates to be paid for it without specifying 'quantity' or the 'time limit' within which it is to be executed.
- (x) 'Storage charges' means the percentage rate levied on all issues of stock to cover expenditure incurred, after acquisition of stores, on work-charged establishment employed on keeping initial accounts, custody of stock and maintenance of stores, godown or yards etc.
- (xi) 'Supervision charges' means the charges levied, in addition to book value and storage, charges in respect of stock materials sold to public or other departments.
- (xii) 'Secured advance' means an advance made, on the security of materials brought to site of work, by a contractor whose contract is for completed items of work (i.e. for both labour and material).
- (xiii) 'Technical sanction' is an order of the competent authority sanctioning a properly detailed estimate of cost of a work of construction or repair, proposed to be carried out by the Construction Department. It shall not ordinarily exceed the administrative approval by more than 5%.
- (xiv) 'Work contingencies' indicates the incidental expenses of miscellaneous character which cannot be classified appropriately under any distinct sub-head of work in the estimate, yet pertain to the work as a whole.

2. Administration

Administration of the maintenance and construction of the University property will be under the immediate charge of the University Engineer, who will be responsible to the Vice-Chancellor through the Registrar for its efficient working. He will be assisted by the Assistant

University Engineer and other technical and non-technical staff in the discharge of his duties.

3. General Rules

No work shall be commenced or liability incurred in connection with it until:

- (i) Administrative approval has been obtained from the Vice-Chancellor.
- (ii) Sanction, either special or general, of the Vice-Chancellor has been obtained authorizing the incurring of the expenditure.
- (iii) A properly detailed design and estimate has been prepared.
- (iv) Funds to cover the charges, during the year have been provided by the competent authority.
- (v) If in any case, on ground of emergency, the University Engineer is required to carry out a work or incur a liability, which involves infringement of these rules, the requisition from such authority shall be obtained in writing. On receipt of such a requisition, or on his own responsibility, the University Engineer may proceed to carry out the necessary work. The action shall be later on got regularized through approval of the competent authority.

4. Power to Sanction Estimates

4.1. Administrative approval

- (a) For annual repairs and maintenance of the buildings, roads, landscaping, machinery and tools and plants of the University, the rough cost/detailed estimate shall be sanctioned by the Vice-Chancellor, but the expenditure shall be restricted by the University Engineer up to availability of funds during the financial year.
- (b) For new works other than those listed above, chargeable to capital head of accounts, the administrative approval shall be accorded by the Vice-Chancellor.

- (c) Such approval as in (a) and (b) shall be obtained by the University Engineer through Registrar and conveyed to Accounts Branch.

4.2. Technical Sanction

- (a) For the annual repair and maintenance of buildings, roads, landscaping, machinery and tools and plants, the rough cost/detailed estimates shall be prepared and technically sanctioned by the University Engineer. Different materials required for maintenance shall be purchased by the University Engineer as per routine/priority requirements, following the prescribed procedure.

Note: In case of less than 3 valid quotations prior approval of the Vice-Chancellor shall be obtained.

- (b) For additions, alteration, special repairs amounting upto Rs. 5,00,000/- and annual repairs (maintenance and repair), new works upto Rs. 10,00,000/- the estimates (rough cost/detailed) shall be technically sanctioned by the University Engineer. For estimates beyond Rs. 5,00,000/- and Rs. 10,00,000/- respectively, the same shall be approved by the Technical Advisor for the construction wing of the University.

Note: The detailed estimates shall be revised if the excess over the original estimates is more than 10%.

**[Approved by the Executive Council meeting dated 15.03.2012
Para 3(viii)]**

- (c) In no case the amount of technical sanctioned estimate shall exceed the amount of Administrative approval. Expenditure shall be restricted upto the Administrative approval. However, revised Administrative Approval shall be obtained in case amount of Technical sanctioned estimate and actual expenditure against it is likely to exceed the amount of Administrative Approval.

5. The Allotment of Works/Supplies

- 5.1. The authority granted for a sanction to an estimate must on all occasions be looked upon as strictly limited by the precise objects for which the estimate was intended to provide. Accordingly any anticipated or actual savings on a sanctioned estimate for a definite work shall not, without special authority, be applied to carry out additional works not contemplated in the original, estimate or fairly contingent on its actual execution.

Any subsequent development of a work thought necessary while the work is in progress, which is not fairly contingent on the work executed as first sanctioned, shall be covered by a supplementary estimate.

- 5.2. The works and supplies not exceeding Rs. 5,00,000/- (Rupees Five Lac Only) and Rs. 1,50,000/- (Rupees One Lac Fifty Thousand Only) respectively in cost shall be allotted to the lowest quotationer/tenderer after calling competitive quotations/tenders by the University Engineer. In case the work is to be allotted and supply is to be made from a party other than the lowest contractor/supplier, the sanction of the Vice-Chancellor shall be obtained by the University engineer before the allotment of work/effecting the purchase. In case of emergent works where quotations are not possible, the University engineer shall be empowered to issue work/purchase orders up to Rs. 20,000/- (Rupees Twenty Thousand Only) (each time) without calling the quotations.

Note: In case of less than three valid quotations/tenders prior approval to open the quotations/tenders and to allot the work of the Vice-Chancellor shall be obtained.

- 5.3. For works and supplies exceeding Rs. 5,00,000/- (Rupees Five Lac Only) and Rs. 2,50,000/- (Rupees Two Lac Fifty Thousand Only) respectively, the Quotations/Tenders shall be called by the University Engineer which will be processed in his office and Comparative Statement drawn. The Comparative Statement in detail will be put up to the Tender Allotment Committee (both for works and purchases)

constituted by the Vice-Chancellor comprising of the following members:

(1)

- | | | |
|-----|--|----------------------|
| (a) | Technical Advisor | Chairman |
| (b) | A Senior Engineer having adequate working experience with respect to construction and other related works of University/Educational Institution (For Civil, Electrical and other related works) not below the rank of an Executive Engineer. | Member |
| (c) | Registrar of the University | Member |
| (d) | University Engineer | Member
(Convener) |
| (e) | Finance Officer of the University | Member |
| (f) | One nominee each of the Executive Council and Academic Council to be nominated by the Vice-Chancellor for a period of 1 year | Member |

Note: In case of less than three valid quotations/tenders prior approval to open the quotations/tenders of the Vice-Chancellor shall be obtained by the University Engineer.

(Amendment approved by the Executive Council meeting dated 10.03.2011 Para 11)

- (2)
- (i) Tender allotment committee shall have the power to recommend Tenders for purchase/ works with less than three tenders.
 - (ii) The University engineer shall place the proposals before the committee. The committee shall make specific recommendations regarding the allotment of work/supplies to the Vice-Chancellor. In case the Committee recommends a tender other than the lowest, it will record reasons thereof. The recommendations of the Committee will be put up by the University Engineer to the Vice-Chancellor for approval, whose decision shall be final.

Note:

- (i) In case purchases are made on DGS & D rates or on the rates approved by C.O.S. Punjab or from a Proprietary concern or from any corporation (Central or State) or from a Government Emporium (Central or State) or from Khadi Gram Udyog or from State PWD/Autonomous Body or from authorized dealers of firms/manufacturers at the rates fixed by their principals, etc., the requirements of calling tenders/quotations shall be dispensed within.
- (ii) In case of less than three valid quotations, prior approval of the Vice-Chancellor shall be obtained.
- (iii) The tenure of the TAC will be for a period of two years. The Honorarium of the technical experts will be decided by the Vice-Chancellor.

(3) RGNUL Adopt e-Procurement Procedure through Punjab Information & Communication Technology Corporation Ltd. (A State Government Undertaking) Chandigarh

Procedure of Calling Tenders/Quotation for Works/Supplies :

1. Works/supplies upto Rs. 5.00 Lac by calling tenders/quotations by giving notice on website of RGNUL as per prevailing RGNUL rules.
2. Works/supplies costing more than Rs. 5.00 Lac to Rs. 10.00 Lac by calling tender by giving notice in newspapers through Director Public Relations, Punjab, as well as website of RGNUL as per prevailing RGNUL rules.
3. Work/supplies costing more than Rs. 10.00 Lac through e-tender by taking service of Punjab Information & Communication Technology Corporation Ltd. Chandigarh. The notice shall be given in newspapers through Director Public Relations, Punjab, as well as website of RGNUL.

**(Approved by the Executive Council meeting dated 25.01.2016
Para 11)**

5.4. Spot Purchase/Works Committee

In case of purchases/works where no response is received after calling quotations/ tenders or when materials are required urgently or where no specifications can be laid, such as furniture, equipment etc. and it is considered necessary that calling of quotations/tenders will only delay the purchase/works, Spot Purchase Committee/Spot Quotation Collection Committee duly constituted by the Vice-Chancellor shall allot works/make purchases/collect quotations from the market/contractors/suppliers and make immediate purchases/allot works at competitive rates.

5.5. Spot Purchase/Works Committee

(i) For purchases up to Rs. 50,000/- (Rupees Fifty Thousand Only)

- (1) University Engineer or AUE as his representative
- (2) AUE (concerned)
- (3) Representative of the Registrar

The Committee shall be constituted by the Vice-Chancellor and approval of the spot quotations would rest with the University Engineer.

(ii) For Purchases exceeding Rs. 50,000/- (Rupees Fifty Thousand Only)

- (1) University Engineer
- (2) AUE (concerned);
- (3) Registrar or his representative, not below the rank of the Deputy Registrar.

The aforesaid Committee shall be constituted by the Vice-Chancellor.

In case of spot collection of quotations where purchases cannot be made on the spot, the quotations shall be signed by members of spot collection of quotation committee and proceedings recorded. The quotations shall be processed in the office of the University Engineer

and the case shall be put up to the Tender Allotment Committee (both for works and Purchases), as in the case of regular purchase/works after calling quotations/tenders.

Note: The Vice-Chancellor may increase/decrease the members of the Committee or may change composition thereof.

6. Schedule of Rates

- (1) The works shall generally be got executed on the rates as given in the Common Schedule of Rates (Vol. I, II, III and IV) of PWD (B &R) Punjab and at the prevailing ceiling zonal premium in the PWD (B &R) Punjab from time to time. Works of special nature not covered in the CSR or with richer specifications and quality finish shall be got executed on item rate basis. The University Engineer shall be competent to get works done by engaging labour through Muster rolls/Work Orders/Contracts at full ceiling zonal premium prevalent at the time on the respective common schedule of rates. The Vice-Chancellor on specific recommendations of T.A.C. can allow work at rates higher than prevailing C.Z.P. at the time of allotment.
- (2) All Campus construction works will be got executed on item rate basis. Reasonability of items/overall tendered cost will be compared with the analysis of rates prepared by the Architect Consultants by the University Engineer.

7. Estimates for Works

- (i) Provision shall be made in the estimate for all incidental expenditure which could be foreseen. In addition, a provision shall be made to cover the cost of petty work charged staff at 2% and contingencies at 1% which cannot be foreseen upto 3% of the estimated cost of work.
- (ii) (a) The detailed estimates of Capital works shall be prepared by the Architect Consultants and duly checked in the Construction Office on the basis of the plans and details as received from the Architect Consultant.

- (b) Annual repair and Maintenance estimates will be prepared by the Construction and Maintenance Office.
- (iii) The detailed estimates shall be comprehensively drawn up under specific heads. Necessity and urgency of work, as well as expected time of its completion etc. shall invariably be included in the report.
- (iv) Changes during the execution of work shall be made by University Engineer, as considered necessary, on change of design by the Architect Consultants or if it is necessary for structural or economy reasons. It shall not be necessary to revise any detailed estimate unless the total expenditure exceeds the original estimate by 10%. Excess beyond 10% over the detailed estimate shall be regularized with the approval of the Vice-Chancellor on the basis of a revised estimate.
- (v) All sanctioned estimates shall be noted by the Accounts Branch and the Construction Office in the register of works. Reference to the serial page and number of the estimates register (on which the estimate has been noted) shall be entered on the estimate for cross reference.
- (vi) Work/Supply which shall be allotted on the basis of estimates received from the consultants/framed by the University Engineer shall be put up to the committee constituted by the Vice-Chancellor under the rule pertaining to working of Construction & Maintenance Wing Rule 5.3 Chapter VIII Quotations/Tenders Para 2 (i) & (ii). These estimates shall be thoroughly examined by the Committee in respect of short listing of the brand/companies, inviting offers for the respective article/work from the selected company/authorized dealers etc. Accordingly the works/supplies shall be carried out after sanction by the RGNUL authorities. In these cases reframing/technical sanction of such estimates is not required.

(Amendment approved by the Executive Council in its meeting dated 11.03.2014 Para 4).

8. Manner of Execution of Work

All works, except those to be executed departmentally, shall be entrusted to a contractor/agency on contract basis after inviting quotations/tenders.

9. Notice Inviting Tenders

Notice inviting tenders, which is an important document, forming as it does the basis of contract agreement shall be most carefully drawn up by the Head Draftsman and Superintendent of the office of the University Engineer on the basis of rough cost/detailed sanctioned estimate and checked by the AUE and University Engineer personally. It shall be precise, complete and as per PWD schedule of rates/item rates and PWD specifications. Normally tender accompanied by earnest money shall be called for the execution of all capital works and annual repair and maintenance intended to be given on contract. Before inviting tenders the following contract documents as far as possible shall be prepared so that there may be no ambiguity which might subsequently give rise to complications or go to the extent of vitiating the contract:

- (i) A complete set of drawings showing the general details of the proposed work.
- (ii) A complete specification of the work, unless reference can be made on the relevant para in the Punjab PWD, specification book, shall be noted against each item in the schedule of quantities in the tender calling notice.
- (iii) A list of materials to be issued by the department giving the rates and place of issue.
- (iv) If possible, a schedule of quantities.
- (v) Rates of items of work.
- (vi) A set of conditions of contract.

In fact all conditions and specifications, which subsequently have to find a place in the contract/agreement shall be clearly brought out in the notice inviting tenders.

Authority shall always be reserved to reject any or all the tenders received without assigning reasons and shall be expressly stated in advertisement or in the copy of notice issued to the registered contractors of the university and also if necessary, to the firms of repute.

Note: List of the approved contractors shall be maintained for each class of work in the office of the University Engineer. The University Engineer shall be competent to call tenders through the Press and sanction the expenditure chargeable to the contingencies of the respective work or the office contingencies.

10. Calling of Quotations and Tenders

- (10.1) No work/Purchase order shall be necessary for a work/purchase likely to result in payment upto Rs. 10,000/- (Rupees Ten Thousand Only). In such case, it is not necessary to call quotations.
- (10.2) For works and purchases above Rs. 10,000/- (Rupees Ten Thousand Only) but less than Rs. 2,50,000/- (Rupees Two Lac Fifty Thousand Only), seven days notice shall be given in limited enquiry from approved contractors/suppliers. In exceptional and extremely urgent cases, the prior sanction of the Vice-Chancellor shall be obtained to carry out a work/purchase materials without calling quotations for works/purchases exceeding Rs. 10,000/- (Rupees Ten Thousand Only) but not exceeding Rs. 1,00,000/- (Rupees Ten Thousand Only) for works/purchases.
- (10.3) For works and purchases exceeding Rs. 2,50,000/- (Rupees Two Lac Fifty Thousand Only) open press tenders shall be called giving four weeks clear notice in two English and one vernacular Newspaper. In case of emergency the notice can be reduced to two weeks.

11. Receipt and Opening of Tenders

- (i) The intending contractor or his agent is required to deliver his tender in person to the University Engineer or his office Superintendent or send it by registered post, so as to reach his office before or at the time and place notified in the notice. All tenders shall be opened by the University Engineer on the date, time and place indicated in the tender notice in the presence of the office superintendent and one of his AUE and such of the intending contractors or their agents who may choose to be present for the purpose.

The earnest money may take the form of a University Cashier's cash receipt or Bank Draft. In the interest of better competition, University engineer may allow such contractors as are already working in Construction Office and who have deposited a security on other works to submit tenders without earnest money; provided it is deposited before the actual allotment of work.

- (ii) The earnest money to accompany a tender/quotation shall be 2% of the estimated cost, subject to a maximum of Rs. 10 Lacs.
- (iii) All tenders received shall be initialed by the University Engineer, Office Superintendent and AUE and a comparative statement of the tenders received, prepared and signed by the Head Draftsman, the AUE and the University Engineer. These tenders shall immediately be entered in the tender register in the presence of the University Engineer and signed by him.
- (iv) The contractor shall invariably date and initial corrections in the schedule of quantities, schedule of materials to be issued and specifications and other essential parts of tender documents before submission.
- (v) An ambiguous tender shall be liable to rejection.
- (vi) Normally no conditional tender shall be accepted and it shall be rejected outright. However, where the conditions mentioned in the tender have no financial implications or where the tender remains the lowest even after accounting for the

financial implications of the conditions, the tender may not be rejected but may be considered on merits.

- (vii) The University Engineer shall pass necessary orders, if he is competent to accept the tender or make his recommendations to the competent authority; provided that if the lowest tender is not accepted or recommended for acceptance, the reasons for doing so shall be recorded.
- (viii) When the tender is not accepted, the earnest money or deposit at call receipt, as the case may be, shall be refunded or returned and the acknowledgement obtained. The earnest money deposited by the successful tenderer shall become part of the security deposit and as such shall be dealt with accordingly.

12. Security For Works

- (12.1) There shall be two methods of collecting the security deposit under the terms of contract agreement:
 - (a) In a lump-sum
 - (b) In installments
- (12.2) The security deposit whether in lump-sum or by installments, shall normally be at the rate of 5% of the estimated cost of work or the bills paid.
- (12.3) The Vice-Chancellor can allow refund/release of the security deposit against bank guarantee on the specific recommendations of the University Engineer.

13. Agreements

As soon as a tender is accepted, the contractor shall within ten days make good the deficiency of the security deposit to be deposited under the notice of the tender before an agreement is entered into. The agreement shall be executed on a stamp paper in proper form which shall be carefully prepared. All pages shall be numbered and all corrections attested by the executants and witnesses. No

abbreviations shall be used and the form approved by the University shall be used for the agreement.

Every page of agreement shall be signed at its bottom by the executants, Interlineations, blanks, interpolations, corrections, alterations and erasers shall be avoided but when considered absolutely necessary, they shall invariably be made in ink and attested by the executants. Attestations of every sort shall be so made as to leave the original words legible.

All references to specified sums of money, terms of years and so on shall invariably be expressed both in words and in figures.

In framing an agreement, the two main objects to be achieved are:

- (i) Nothing material must be omitted; and
- (ii) All that is expressed must be unequivocally worded beyond any possibility of ambiguity and convey clearly what is desired to be conveyed. In laying down specifications, generalities must be avoided.

The 'Fair Wage Clause' shall invariably be interested in the agreement.

- (i) Delays in the execution or renewal of agreements are most objectionable and sometime result in loss to the University. As far as possible, they shall be executed whether by way of extension or renewal or otherwise, as the case may be, prior to the dates from which they come into force.
- (i) The penalty to be imposed for delay in execution or defective work shall be mentioned. Where the work is not completed within the stipulated period, compensation shall be levied on the Contractor unless the circumstances in the opinion of University Engineer are beyond the control of the contractor. Where the contractor is found negligent and the work and progress in the opinion of the University Engineer is unsatisfactory, compensation can be levied even before the expiry of the entire contractual time.

14. Extension of Time Limit

The University Engineer shall be competent to allow extension in time limit after considering the reasons given by a contractor provided the application is submitted by him before the expiry of the time limit. In case the application is received after the expiry of time limit, approval of the Vice-Chancellor shall be taken to grant extension.

15. Custody of Completed Documents

Four copies of a contract agreement shall be prepared and distributed as under:

- (1) Original with the University Engineer
- (2) One attested copy with the contractor
- (3) One attested copy with the Assistant University Engineer.
- (4) One attested copy with the Accounts Branch.

All contract agreements signed shall be entered in the register of tenders/contracts.

16. Completion Certificate

After the contractor has submitted a completion report and the work has been measured and inspected, completion certificate in the prescribed form shall be prepared and signed by the University Engineer.

17. Refund of Security for Work

The security received or deducted from the contractor's bill shall be refunded after three months of the final measurements of work or after expiry of defect liability period whichever is later on obtaining a certificate from the Assistant University Engineer by the University Engineer that no defects have appeared in the work necessitating its forfeiture in whole or in part.

18. Measurement Books

The measurement book is an initial record of great importance.

All entries in the measurement book shall invariably be made in ink. When this is not possible and entries shall not be inked over but left untouched. The entries in the contents or area columns shall, however, be made in ink in the first instance.

Payments for all works done, otherwise by daily labour, or on lump sum contract and for all supplies, shall be made on the basis of measurements recorded in the measurement books.

Measurement shall be recorded at site of work and shall not be copied from some other record.

In addition to the detailed instructions printed on the measurement book itself, the following points shall, however, be borne in mind while dealing with measurement books:

- (i) The AUE/ University Engineer shall never sign a bill without referring to the measurement book and seeing that the measurement entries are duly crossed off by drawing in red ink one diagonal line across each page of measurement book. The number and date of voucher shall be quoted against the item by the Accounts Branch of Executive Engineer when the bill is passed. They shall not sign in full or permit any contractor to do so on duplicate copies of bills even though duly headed "duplicate".
- (ii) It shall be seen that the date of measurement and the name of the contractor is entered at the top of all measurements and that no blank spaces are left in measurement books.
- (iii) All the books shall be numbered in seriatum and a register of these shall be maintained, showing the serial number of each book, the names of officer/ official to whom issued, the date of issue and the date of return, so that their eventual return to the Construction Office may be watched.
- (iv) All bills will be entered in the measurement books by the AUE. University Engineer while giving check and bill order in the

measurement book shall see that the work has actually been done at the site accordingly to the measurements entered in the measurement book. He will check 35% of the measurements for all items of work and 100% measurements of hidden work items. No final bill shall be paid unless the Assistant University Engineer has checked 100% of all the measurements and the University Engineer has also seen the site and personally satisfied himself about the correctness of the bill. If any mistake is found while checking the measurements of the overseer, the University Engineer shall correct the same and initial the correction made, with date. If the difference is below 2% or Rs. 100/- (Rupees One Hundred Only), whichever is less, the payment shall be made, as per corrections made by the University Engineer, on the basis of correct measurements and no action be taken against the AUE. However, if the difference in measurements is more than specified above, such action against the officials concerned be taken by the University Engineer as is deemed necessary.

- (v) Measurements for excavation in foundations and supplies on road side shall be checked by the AUE before concreting the foundations or using the road side material.
- (vi) All measurement books shall be submitted to the Construction Office by the AUE from time to time so that at least once in six months, the entries recorded in each book may be checked to see that payments of all bills have been made and that reference to payment has been filled in.
- (vii) The University Engineer will exercise token test check of measurements for supplies/minor works recorded by the AUE.
- (viii) All completed measurement books shall be recorded in the Construction Office and shall not be destroyed till the expiry of the prescribed period for their preservation i.e. 15 years.

19. Standard Measurement Books

Measurement books may not be used in cases where the maintenance of standard measurement books of building has been authorized for facility of preparing estimates. These books shall also be utilized for the purposes of preparing contractor's bills for annual repairs.

The standard measurement books thus maintained shall be numbered in alphabetical series so as to be readily distinguishable from ordinary measurement books.

In view of the fact that these books will form of basis of both the annual repair estimates and contractor's bill for work done, they shall be written by the AUE. This shall be brought up to date under the supervision of University Engineer with reference to any additions and alterations which may be carried out.

When payment is based on standard measurements, the following certificate shall invariably be recorded on the bill in his own handwriting by the AUE preparing, examining or verifying it:

"Certified that the whole of the work billed for herein has been actually done and that no portion thereof has been previously billed for in any shape".

20. Muster Rolls

The muster roll, as its name denotes, is a nominal roll or list of labourers employed departmentally on each date on a work and shall be kept in the prescribed form. It is an initial record of labour employed and must be written up daily by the Technical subordinate deputed for the purpose. The AUE shall also inspect the work without previous notice once or twice a week and check the attendance.

The labour employed on daily wages shall be sanctioned by the University Engineer at rates not in excess of the rates sanctioned for similarly class of employees on regular basis and where no such post exist, at rates of C.S.R. and sanctioned zonal premium of PWD (B &R) or the minimum rates fixed by the Deputy Commissioner. The Muster Roll shall be submitted weekly or monthly, as may be considered necessary, for payment out of the permanent advance or by drawing regular bills.

Muster Roll shall never be prepared in duplicate. It shall be permissible to have one or more Muster Rolls for the same work.

The attendance and absence of labourers and the fine, if any levied, shall be recorded daily in Part-I of the Muster Roll in such a way as to facilitate the correct calculations of the net wages of each labourer for the period of payment.

Every third Muster Roll or first or final Muster Roll, whichever is earlier, shall be a measured roll and consumption statement for it shall be prepared by AUE and verified by the University Engineer and approved by the University Engineer. All other rolls shall be unmeasured and their expenditure/progress shall be accounted for in the next measured roll.

In case of works un-susceptible to measurement or which are not covered under the C.S.R. rates and specifications, certificate to the effect that the work is un-susceptible to measurement or the item is not covered in the normal/rates in the CSR, shall be given by the AUE to be approved by the University Engineer.

The AUE shall make the payment in the presence of University Engineer and they will record a certificate on the Muster Roll 'that the payment has been made to the actual persons in their presence.' If any item remains unpaid, the details thereof shall be recorded in the arrear register and payment of arrear made from that register as and when necessary.

Note: When making payment of arrear, suitable note of payment shall also be recorded against the original entries in the register of unclaimed daily wages in such a manner as to guard against second payment.

21. Work Charged Establishment

- (i) In order to keep a record of attendance of work-charged staff, who are paid on acquaintance rolls and whose consolidated rates of pay are sanctioned by Registrar, viz. road coolies, mates, welders, malies etc. a register shall be used. On the completion of the month, the names of the employees and the days for which they have worked (including the days they have been on casual leave) shall be transcribed from the attendance

register on to an acquaintance roll and submitted to the University Engineer by the AUE.

- (ii) The grades of work-charged establishment shall be determined by the University and shall not exceed those in the state P.W.D. The University Engineer shall be competent to engage labourers under work-charged establishment and to sanction initial pay in the pay scales, chargeable, to works expenditure/contingencies. In cases of fresh appointments the University Engineer will seek prior sanction of Registrar/ Vice-Chancellor.
- (iii) Leave etc. allowable to work-charged establishment shall be sanctioned by the University Engineer according to the rules framed by the Commission of Labour Welfare Punjab in this regard.
- (iv) Journeys of staff in the Construction Office will be authorized by the University Engineer. The travelling allowance in such cases shall be governed by the Travelling Allowance Rules of the University.

22. Instructions for preparation of Bills of Contractors and Suppliers

Payment to contractors and suppliers for work done or material supplied shall be made on the following basis:

- (i) Bills shall be prepared on the basis of entries in the measurement book. Full rates, as per agreement etc., shall be allowed only if the quantity of work done is up to the stipulated specification.
- (ii) Before signing the bill, the AUE shall:
 - (a) Compare the quantities in the bill with those shown in the measurement book;
 - (b) See that rates are correctly entered and calculations checked; and
 - (c) Compare it with the previous bill, if it is on the running account.

- (iii) When a bill is prepared, the relevant entries in the measurement book shall be scored out by a diagonal red ink line, and where payment is made in the Accounts Branch and endorsement shall be made on the abstract of measurements in the measurement book giving reference to voucher number and date to serve as a check against double payment.

23. Payment to Contractors

- (i) Whenever necessary and considered appropriate, mobilization advance as detailed below can be allowed by the Vice-Chancellor to a contractor for starting the work on the recommendation of the Tender Allotment committee (both for works and purchases) against proper bank guarantee (cash-at-the counter) at the interest rate prevailing at that time in the nationalized Banks. The same shall be recovered from the running bills together with interest on pro-rata basis i.e., in proportion to the gross amount of each bill. The whole of the mobilization advance along with interest shall be recovered from the contractor before the payment of pre-final bill.
 - (a) For works upto Rs. One Crore.
No mobilization advance will be allowed.
 - (b) For works above Rs. One Crore and upto Rs. Five Crore. Mobilization advance @ 5% of the tendered cost of the work may be given to the contractor subject to the condition noted above.
 - (c) For works above Rs. 5 Crores.
Mobilization advance @ 7.5% of the tendered cost of the work may be given to the contractor subject to the condition noted above.
- (ii) No other payment shall be made to a contractor in respect of any work unless the same has been measured and accounted for in the measurement book. Final payment shall be authorized after the work has been completed to the satisfaction of the University Engineer.

- (iii) Running payments shall not be made to a contractor unless the work is estimated to cost more than Rs. 50,000/- (Rupees Fifty Thousand Only).
- (iv) To avoid hardship to a contractor, payment of first two bills (gross amount not exceeding 1/3rd of the estimated/tendered cost) shall be made on the basis of letter of intent/detailed letter of allotment, but the agreement shall be ready before the third running bill or the final bill, whichever is earlier, is paid. In case of work order, no payment shall be made unless the work order is executed.
- (v) Normally work will be started after obtaining technical sanction. However, in emergent cases, in view of para 2.89 of P.W.D. Code, payments will be admitted in audit provisionally upto 40% of the estimated/tendered cost in case where the technical sanction is to be accorded by the University Engineer, upto 50% of the estimated/tendered cost in cases where the technical sanction is to be accorded by the Technical Advisor. Provisional Payments upto to 75% of the estimate will be accepted in audit with the approval of the Vice-Chancellor. No final payment will be admitted without technical sanction.
- (vi) Payment shall be made to a contractor on the basis of item rates in the agreement. If any of the rates does not exist in the agreement but are available in the Punjab PWD schedule of rates, those shall be followed as per terms of agreement in case of CSR based items. If such rates are not available either in the item rate agreement or in the Punjab PWD schedule of rates in case of CSR based agreements, these shall be decided by the University Engineer on the basis of analysis of rates prepared and approved in his office. In case of item rate tenders actual cost of material and labour engaged for carrying out the job plus 10% contractors profit shall be paid. Market rate for material and labour both will be supplied by the contractor however the rates assessed by the University Engineer will be paid and binding on the contractor. A copy of the analysis shall also be sent along with the bill to the Accounts Branch for record.

- (vii) Reduced part rates can be paid to the contractor in running bills, depending on conditions of work. It shall not be necessary to make any analysis for such reduced/part rates. However, if any reduced rate is paid in a final bill, an analysis shall be approved by the University Engineer for the same.
- (viii) Delays in payments caused rise in the contractor's rates as also delay in execution of work. Running bills of contractors shall, therefore, be normally paid once in a month. Distribution of time for different offices shall generally be as under:

(a)	Detailed measurements and preparation of bill by the AUE	Up to 3 working days depending on the magnitude of work of measurements.
(b)	Detailed checking of bill including calculations in the University Engineer Office	Maximum 3 days
(c)	Checking in Accounts Branch and Audit Office	Maximum 2 days each
(d)	Issue of cheque by Accounts Branch	Maximum 2 days
(e)	Un-measured Muster Rolls in Accounts Branch	Maximum 2 days each
(f)	Measured Muster Rolls in Accounts Branch and Audit Office	Maximum 2 days each

In case of final bills of running accounts, time taken will be commensurate with the number of pages of measurement book to be checked but not more than a week each for Accounts Branch and Audit Office. In case of running first and final bills of contractor/suppliers time taken will be 2 days each by Accounts Branch/Audit Office.

24. The following forms shall be used for the preparation of contractor's bills

- (i) First and Final Bill;
(ii) Running Accounts Bill; and

- (iii) Final Accounts Bill.

25. Advance Payments and Secured Advances

The advance payments to contractors (for work done but not measured) shall be admissible on the following conditions:

- (a) The AUE Engineer shall certify that not less than the quantity of work paid has actually been done.
- (b) Advance payment previously made for items concerned shall be adjusted as soon as those items are measured or billed for.
- (c) If secured advance has been previously allowed on the security of material and such material has been used on an item, the advance for that item shall not exceed the value of work done less proportionate amount of secured advance on account of material used.

NOTE:

- (i) The next running bill following the unmeasured bill shall be a measured bill.
- (ii) As a general rule, payments for supplies are not permissible until the stores have been received or surveyed. If payment is permitted on the production of railway receipt, the payment is treated as an advance payment against final settlement on receipt of stores.
- (iii) Secured advance can be allowed to a contractor whose contract is for both labour and materials, subject to the following:
 - (a) that an indenture in the proper form has been drawn up securing a lien of the department on the material brought by him to the site of work so as to guard against any loss due to misuse of material or shortage or for want of proper watch, safe custody etc.
 - (b) that AUE shall certify that the materials have actually been brought to the site of work and are required for use on work for which a contract for finished work has been executed, and the contractor has not previously

received any advance on the security of those materials.

- (c) that the materials are imperishable nature.
- (d) that the amount of secured advance shall be assessed on the market rates, if not known.

NOTE:

- (a) Secured advances shall be recovered as soon as the materials are utilized and bills for relevant items are prepared. Secure advance shall be allowed as per standard PWD (B&R) rules and its mention in each work/order/contract shall not be necessary.
- (b) Secured advance shall be allowed upto 75% of the market rate of the material of the item or full rate for the said item minus labour and other materials required for completion of the job whichever is less. Secured advance will be paid for non-perishable materials only.

26. Financial Aid to Contractors

Aid to contractors shall be admissible in the following circumstances only:

- (a) Liabilities on behalf of a contractor may, in the interest of work, be incurred, under intimation to him, in accordance with the items of his agreement (e.g. to engage labourers or contractors or to incur other liabilities to complete the work which the contractor has neglected or failed to do). No other financial aid in any other form is admissible.
- (b) Issue of materials to contractors, whose contract is for complete items (e.g. for labour and materials both) is permissible in the following cases:
 - (i) When it is necessary to retain in the hands of the University supply of controlled materials.
 - (ii) When in the interest of work, or for utilization of existing stock it is desirable to retain in the hand of University the supply of

certain other materials. In such cases, the contract shall specify the materials, the place of delivery and the rate (including storage) and the contractor shall be held responsible to obtain the articles from the university and deductions shall be made from his bill regardless of fluctuation in the market rate or stock issue rate.

- (iii) If the contractor desires the issue from the stock of any other materials, not provided for in his contract, for bonafide use on the work, these may be issued on the authority of the University Engineer at "issue rate" and shall include storage charges and supervision charges @ 10%. The carriage and incidental charges shall be borne by the contractor. The recovery rate of such items shall be the derived issue rate or market rate whichever is more.

27. Contractor's Ledger

- (a) Contractor's ledger is a personal account maintained by the University Engineer for each contractor separately in respect of transactions connected with the contract for execution of work or supplies made.

In respect of Petty contractors, however, a single ledger headed "petty contractors" shall be opened.

- (b) The contractor's ledger shall be checked independently once a month in the University Engineer's office and not at the time of preparation of contractor's bill.
- (c) Ledger account shall be checked and balanced monthly.
- (d) Closing balance of each account shall show the amount outstanding under each suspense accounts.
- (e) Separate account will be maintained for each contractor for each work.
- (f) Balance shall not be allowed to remain outstanding for long time.

- (g) Account of security deposits shall not be included in the ledger account.

28. Stock Account

- (i) Materials received from various sources (viz. Suppliers, Government departments) shall be entered in measurement book after detailed inspection, weighment etc. by the AUE. Acknowledgement shall be issued to suppliers duly signed by the AUE.
For every issue there shall be an indent signed by the AUE authorized to draw materials up to a certain limit.
- (ii) All transactions of receipts and issues shall be recorded in the register of stock receipts/issue in quantities only in the order of occurrence and shall be submitted through the AUE to the construction office every month regularly in the first week of succeeding month.
- (iii) In the construction office, a monthly abstract of receipts and issues shall be prepared and completed in respect of :
 - (a) Value or quantities shown as receipt or issued.
 - (b) Storage charges on materials issued.

29. Reserve Stock Limit

There is a limit on the value of stock up to which the University Engineer can keep in his stores material required for use on work.

The University Engineer shall regulate the purchases of stock in such a way that during any month the value of the balance stock in hand does not exceed the reserve stock, but in case the reserve stock limit is exceeded on account of some special circumstances, it should be got regularized from the Vice-Chancellor. At the same time the excess should be absorbed within six months. Limit of stock value will be got fixed by the University Engineer from the Vice-Chancellor.

30. Tools and Plants

- (i) Only numerical accounts shall be kept in the proper form.

- (ii) The expenditure on tools and plants shall be charged to the final head 'Tools and Plants'. Special items required for a specific work shall, however, be debited to the work.
- (iii) The register of tools and plants shall be closed yearly.
- (iv) The articles lost or found short shall continue to be borne on the accounts, until recovered or written off by competent authority. The articles found surplus shall be treated as receipt in the tools and plants accounts but shall not effect the financial account.

31. Road Material Register

The account of the road material shall be maintained in proper form in Form IV register and shall be checked monthly in the construction Office. The physical balance shall be checked by the AUE once every half yearly in September and March.

32. Material at Site Account

- (i) Material at site account is an account of all departmental materials brought on to the site of work showing the source and quantities of all receipts and of their issues to the work, as the transactions occur. This account shall be kept both in quantities and values in the case of major estimates, where accounts are kept by sub-heads and only by quantities in other cases (if a minor estimate). The form of this account also provides for record of estimated quantities and values of material so that the actual use of materials can be controlled with reference to estimated requirement on works executed departmentally and also where any or all items of contract are for labour only. In the case of work executed by contractors, whose contract is for completed items of work (i.e., for both labour and materials), the record of the estimated requirements of materials, applies only to the materials the supply of which is retained in the hands of University (materials belonging to a contractor should never be mixed up with departmental materials).

- (ii) For departmental works the MAS account shall be maintained in Form IV register to be maintained by AUE separately for each work.

33. Issue of Material to Contractors

- (i) Material shall be issued to the contractors as per terms of contract. If any material is issued other than that mentioned in the contract, the rates shall be settled before issue and generally it shall be the market price or the cost price plus 3% storage charges or 10% supervision charges whichever is more.
- (ii) If any material is found surplus after completion of work, it shall be taken back at rates not higher than those at which it was issued, but storage and supervision charges shall not be refunded.
- (iii) Contractor's receipts are not necessary for labour charges incurred on their account and cost of material issued for replacement of bad work under the agreement.
- (iv) Recoveries of material shall be made from the contractors as early as possible from their next running bills except in case of such material which has not been used and a certificate is given that the material is lying at the site, stating reasons, thereof, briefly.

At the time of preparation of final bill, certificate shall be given by the AUE Incharge that no recovery is outstanding against the contractor. This shall be verified monthly in the office of the University Engineer after checking all the concerned indent books of the Sectional Officer.

- (iv) Account of materials issued to contractors shall be maintained in stock/form IV register by the Sectional Officer.

34. Procedure for the submission of estimate and execution of work financed by the University Grants Commission

For the submission of proposals relating to the construction of buildings for which the expenditure is to be met in whole or in part by the University Grants Commission, the following instructions or those issued by the University Grants Commission from time to time will be adhered to:

- (i) Every building proposal sent by a University should indicate the need for an academic value of the proposal and its likely cost.
- (ii) When the proposal is accepted by the University Grants Commission, the University will be so informed and carpet area and the built up area considered reasonable for the project as assessed by the Commission, will also be indicated.
- (iii) After the areas have been intimated, the University will have plans prepared as to yield maximum utility and convenience.
- (iv) The University should send the plans and preliminary estimates worked out on the area rate basis of UGC and if there is any appreciable variation between areas approved by the Commission and the area indicated in the plans, the University should clearly point this out.
- (v) On receipt of the information as in clause (iv) above, the University Grants Commission will communicate as soon as possible the acceptance or otherwise of the plans.
- (vi) On receipt of the acceptance of the plans, the University may proceed with the preparation of detailed estimates which should be done on the basis of the specifications and schedule of rates of the PWD concerned. The estimates should indicate the relevant item numbers in the PWD schedule on the basis of which the estimates have been prepared. The Architect/Engineer who prepares the estimates should certify

that these are in accordance with the concerned schedule of rates of the PWD.

- (vii) As soon as the detailed estimates have been prepared by the University, a copy should be sent to the local PWD for certification of rates and tender statement and simultaneously a copy may be sent to the University Grants Commission. The University may then also proceed to invite tenders.
- (viii) It is excepted that by the time the tenders are received and analysed, the necessary certificate from the PWD referred to above would be available and then the University may finalize the acceptance of the tender in consultation with the University Grants Commission, in case the tender to be accepted is higher than the estimate approved by the PWD.

If there is any unavoidable delay on the part of PWD in the issue of the certificate, the University may finalize the acceptance of the tender and undertake construction of the building under intimation to the University Grants Commission without waiting for the PWD certificate on the stipulation that the liability of the University Grants Commission will be based on the estimates ultimately certified by the local PWD and that for any excess of expenditure over that certified by the PWD, the University will be solely responsible. Release of fund in appropriate instalments will be made upto 75% of the estimated cost and final adjustment will be made only after the PWD certificate is furnished.

- (ix) For all projects, tenders will be invited on percentage/item rate basis and the following information shall be supplied to the commission for each work:
 - (a) value of the estimates put to tender;
 - (b) number of tenders received;
 - (c) value of the lowest tender;
 - (d) value of the tender accepted;
 - (e) if the lowest tender is not accepted, the reasons for the same.

- (x) On receiving intimation from the University that the University is in a position to undertake the construction, the first instalment of the grant will be released. Subsequent instalments will be released on receipt of the progress of expenditure duly certified by the Architect/Engineer.
- (xi) The final instalment of the grant will be released on receipt of an exact statement of final cost and a completion certificate in the following form signed by the Registrar of the University:

"Certified that the work (here mentioned the name of the building and the locality) has been completed with reference to the plans numbers as accepted by the University Grants Commission and found complete without any change. The site also was found properly cleared."
- (xii) Audited Accounts of the work completed will be sent, as soon as possible, after the completion of the work. Any amount paid in excess shall be refunded to the commission.
- (xiii) The University will follow any other conditions imposed by the Commission in respect of works undertaken with its grants.

35. Accounts

The first, and final bills, shall be routed through the Accounts Branch and rest of the bills for the work done/supplies made shall be submitted to the Audit office direct by the office of the University Engineer.

It shall be the duty of Accounts Branch:

- (i) To check arithmetically calculation in the measurement book;
- (ii) To see that the rates charged in the bill are available in the agreement/work order/notice inviting tender/PWD schedule rates, or analysis for the same has been duly approved by the University Engineer;
- (iii) To watch that all recoveries have been correctly made from the contractor as per indents issued;

- (iv) Entries of all payments shall be noted in the register of works and the bill register. The measurements shall be stamped checked under the initials of the Superintendent Accounts Concerned.

36. Audit of Bills

In addition to the above in para 36, the Resident Audit Examiner shall also see that contractor's ledger is being maintained properly in the University Engineer's office and recoveries from the Contractors bills are made from their running bills from time to time. The final pass order shall be recorded by the Resident Audit Examiner before the payment is made and cheque issued by the Account branch.

37. Transfer Entry Book

The transfer entry book shall contain a record of all transfer entries included in Accounts, where no cash transactions are involved e.g. issue of stock to works, work to work transfer of materials, issue from stock or specific work to other department than the construction wing, write back of an erroneous debit or credit etc. The book shall be posted as soon as the transactions become known from advices of debits, transfer orders etc. from the AUE.

38. Work Abstract

To enable the University Engineer to discharge his responsibility for the correct maintenance of the account of different works and to have a proper control over expenditure, he shall prepare a monthly account of all the cash and stock transactions. He should see:

- (i) that the outlay is posted correctly;
- (ii) that the cash and stock charges debited and the adjustments made are all bonafide and legitimate;
- (iii) that progress during the month is given;
- (iv) that outstandings for labour, contractors and materials are not of long duration;

- (v) that a comparison of outstanding dues to or from the contractor is made with the contractor's ledger, in the case of one or two works every month.

39. Register of Works

The register of works shall be maintained in the University Engineer's Office. This register shall be a permanent and collective record of expenditure incurred on all works carried out during the year, showing the expenditure month by month compared with the estimate. The object of such a record is to show to the University Engineer the rates at which these different kind of works are carried out and to enable him to watch the expenditure and also to obtain necessary sanction, where ever required.

The register shall be put up by the Construction Office Superintendent to the University Engineer along with day books on the 15th of following month for perusal and signatures.

40. Monthly Account

Finally the University Engineer's office shall prepare once consolidated account of all transactions effecting the account of works according to the estimates sanctioned.

41. Monthly Reconciliation of Works Expenditure

In the last week of each month the concerned Superintendent, Accountant/ Assistant Accounts in the University Engineer's office shall personally reconcile the expenditure booked in the work register relating to the previous month with that maintained in the Accounts Branch to verify the correctness of the entries made in the work register and reconcile the differences and carry out any adjustment as a result thereof with the approval of the University Engineer.

42. Register of Grants in Aid

In addition to the register of works maintained in the Accounts Branch, a subsidiary account shall be maintained by the branch in respect of the expenditure met wholly or partly by means of grants-in-aid.

43. Permanent Imprest

A permanent impress of Rs. 5,00,000/- (Rupees Five Lacs Only) will be placed at the disposal of the University Engineer which shall be used for purchases of building materials, requirements of nursery, sanitary wings, guest house and miscellaneous requirements of different departments for repair and maintenance of machinery, purchase of new furniture etc.

- (i) This amount shall be deposited in the Punjab & Sind Bank, Rajbaha Road, Patiala as Current Account to be operated upon by the University Engineer.
- (ii) The University Engineer shall be empowered to make payments up to an amount of Rs. 1,00,000/- (Rupees One Lac Only) from the permanent imprest if there is a condition by the suppliers that payment shall be received from his office.
- (iii) The University Engineer would purchase the material in accordance with the rules prescribed for the purpose and maintain up to date accounts thereof.
- (iv) This amount will be open to audit at all times. The reimbursement at least once in a fortnight.
- (v) Large advances required for cement, steel, timber etc. and in case of regular purchases where the suppliers put up a condition that payment shall be received from the office of the University Engineer in lump sum or in running bills and the amount which exceeds Rs. 1,00,000/- (Rupees One Lac Only) will be applied for separately.
- (vi) University engineer will be empowered to sanction a temporary advance up to Rs. 50,000/- (Rupees Fifty Thousand Only) for making emergent purchases to AUE; provided the advance is got adjusted within a fortnight.
- (vii) At the time of reimbursement against permanent advance of Rs. 5,00,000/- (Rupees Fifty Thousand Only) all the vouchers

will be sent to the audit through Accounts Branch and the time limit for passing these vouchers will be four days each by the Accounts Branch/Audit Office.

44. Adjustment of Advances

- (i) At the time of sanction of advances against Stock, A.M.&R or specific works, only the rough cost estimates shall be seen in the absence of detailed estimates in which the quantity of materials may not be specified, but has been based for making purchases.
- (ii) At the time of adjustment of advance for the purchase of supplies against Stock, A.M.&R works, specific work etc. etc., the consumption statement shall not be asked for, only the entries of material in the stock register, Form 4 register, contractor issue statement may be seen by the Audit office.

45. Constitution of Planning (Building) Board for guiding as to the requirement of Buildings at RGNUL New Campus, Sidhuwal, Patiala.

- 1. The Vice-Chancellor (Chairman)
- 2. Technical Advisor (Architect)
- 3. Supdt. Engineer PWD B&R
- 4. University Engineer
- 5. Advisor Accounts, RGNUL
- 6. Controller of Examination, RGNUL
- 7. Senior Faculty Members, RGNUL
- 8. Medical Officer
- 9. Administrative Officer
- 10. One/more Expert(s) in the relevant area(s) to be nominated by the Vice-Chancellor as per nature of work to be planned
- 11. The Registrar (Member Secretary)

Approved by the Executive Council at its meeting held on 27.09.2017 (Para 5)

46. Formation of Building Committee in terms of Clause 4.4 of guidelines received from the University Grants Commission, New Delhi for utilization of grants for construction work:

1. The Vice-Chancellor (Chairperson)
2. A Representative of PWD Department (not below the rank of XEN)
3. A Representative of the Planning Board
4. The Registrar
5. The Finance Officer
6. A Representative of the User Department along with two teachers of the University not below the rank of Professor to be nominated by the Vice-Chancellor
7. Technical Advisor (Arch.)
8. Technical Advisor (Civil)
9. University Engineer

Approved by the Executive Council at its meeting held on 06.01.2012 (Para 31)

47. Miscellaneous

- (i) For any clarification or interpretation of these rules, the decision of the Vice-Chancellor shall be final.
- (ii) Vice-Chancellor may delegate any of the powers vested in him in the foregoing rules to the Registrar or any other officer.
- (iii) Any matter not covered under these rules shall be governed/regulated as per existing rules in PWD (Buildings and Roads Branch).

(Approved by the Executive Council at its meeting held on 15.02.2008 Para 13 Appendix -4)

INSTRUCTIONS REGARDING ENLISTMENT OF CONTRACTORS

1 Applicability

Any Indian individual Sole Proprietorship Firm, Partnership Firm, Public Limited Company or a Private Limited Company, Cooperative Labour & Construction Society is entitled to get enlistment as

contractor in RGNUL under these instructions provided the eligibility criteria and other conditions are satisfied. The enlisted contractors have to abide by all the instructions made herein and as amendment from time to time during the currency of their enlistment.

No individual, or a firm having such individual as one of the partners who is dismissed government servant, or removed from approved list of contractors, or demoted to lower class, or having business banned/suspended by any government department in the past, or convicted by a court of law shall be entitled for enlistment

No Engineer or any other official employed in Engineering or Administrative duties in the Engineering Department of the Government of Punjab or Punjab State undertaking is allowed to work in RGNUL either as contractor or as employees of a contractor for a period of three year after his retirement from Government service unless he has obtained prior permission of Government of Punjab to do so. Even after enlistment if either the contractor or any of his employees is found to be a person who had not obtained the prior permission of Government of Punjab as aforesaid the name of the contractor shall be removed from the list of enlisted contractors.

A contractor is permitted to have enlistment in more than one category and under more than one enlistment authority but not in more than one class of the category in RGNUL.

A contractor is not permitted to have enlistment in more than one name

A partner of a firm or a director of a company enlisted as a contractor cannot be a partner/director in any other enlisted firm/company.

The enlistment of contractor category in RGNUL shall only entitle him to be considered for issue of tender papers subject to the conditions laid down in individual Notice Inviting Tenders. It shall not confer any right on him either to be necessarily issued the tender papers or for award of work.

2. Enlistment Procedure

The application form shall be available from office of University Engineer, RGNUL on payment of Rs. 200.00 in cash or in the form of crossed demand draft drawn in the favour of Registrar, RGNUL payable at Patiala or can be downloaded from the RGNUL web site www.rgnulpatiala.org. The intending Contractor shall have to submit the application in a prescribed form (Annexure-I) to the enlistment authority complete with all documents as per Annexure-II. Incomplete application and application not accompanied with necessary documents and fee are liable to be rejected. The jurisdiction of University Engineer is given in the Annexure-X.

The decision regarding enlistment shall be conveyed to the applicant within 3 months from the date of receipt of application or receipt of all necessary documents from the contractor /firm /society whichever is latter.

The enlistment authority shall have the right to independently verify the details furnished by the contractors and to get works done by the contractor inspected and /or get such other reports as may be considered necessary. Ordinarily works executed in RGNUL need not be inspected. The inspection teams for inspecting the non RGNUL works of the contractor shall furnish their report on quality of constructions workmanship etc. & make specific recommendation to the enlistment authority within one month. The inspection / recommendations committees will consist of committees as given in table I. If the enlistment authority finds the contractors suitable for enlistment, shall issue the enlistment order or otherwise send a letter of rejection of the application to the contractor. The decision of the enlistment authority shall be final and binding on the applicant. Refund to the extent of 90% enlistment fee remitted with the application shall be made to rejected applicants.

Notwithstanding above procedure if the applicant contractor for Class -IV (Civil) Class -III (PH) and Class-III (Elect) does not have the required experience, he shall be enlisted provisionally for one year after fulfilling the requirement of financial soundness, during which he shall have to secure work of any magnitude to become eligible for regularization of the enlistment. The enlistment fee for

provisional enlistment for one year shall be 50% of the enlistment fee for regular enlistment. For these classes there is recommendations committees and concerned University Engineer is the competent authority for enlistment. On satisfactory completion of the work, his enlistment may be regularized for three years from the date of initial provisional enlistment depending upon the performance on the work and deposit of balance 50% fee. In case the contractor is not able to secure any work in RGNUL during the year, his enlistment shall be extended for one year further after obtaining the balance 50% (Rs 2500/-) enlistment fees from the contractor at his own request. In case the contractor is not able to secure any work in RGNUL during the two years his enlistment shall be cancelled and he shall be debarred from applying a fresh for enlistment for one year.

Note : For Hot Mix Plant (HMP) category where a new Hot Mix Plant installed by a firm/Contractor shall be enlisted provisionally for one year without any work experience. All other terms and conditions shall remain same.”

3 Period of enlistment

The enlistment shall be valid for a period of three years. The enlistment can, however be revalidated in accordance with rules in this regard. Each revalidation shall be for a period of three years from the date of expiry of the previous enlistment or revalidation. The enlistment shall be open to review by the enlistment authority and liable to termination suspension or any other such actions any time if considered necessary by the enlistment authority after a show cause notice

4 Enlistment Authority, Categories & Classes

Enlistment Authority, Categories & Classes along with eligibility criteria are given in Table-1.

5 Jurisdiction and Tendering Limits

The contractors enlisted in various Categories and classes shall be entitled to give tender in the State of Punjab for various works and

the tendering limit up to which they shall be eligible to tender shall be as given in table. The contractor enlisted for HMP category, however can give tender for road works up to limit of one crore. The contractor shall be governed by the rules provisions and instruction existing at a particular point of time irrespective of when he was enlisted.

6 Eligibility Criteria

The contractors shall have to satisfy the minimum eligibility criteria specified in Table -1 before they can be considered for enlistment.

The criterion for experience shall be the execution and completion of three or more works satisfactorily as the case may be , of prescribed nature and magnitude on agreement basis, during the last three years. The works should have been executed in the same name & style in which the enlistment is sought. The financial soundness shall be judged on the basis of the solvency certificate to be issued by Tehsildar/ scheduled Bank and the working capital certificate to be issued by the bankers of the contractor on the format prescribed in Annexure V. Such certificate shall be issued by a scheduled bank and shall be submitted, in original in a Bank sealed cover addressed to the enlistment authority. The working capital shall be 10% of the tendering limit under each category or otherwise as mentioned in the Table-1. The contractors/firms may furnish the liquid assets certified by Chartered Accountant in place of working capital certificate and also submit yearly turn over for last three financial years. The Contractors/Firms shall have been minimum machinery/ equipments at his own as indicated in table 1-A.

7 Enlistment Fee

The intending contractor shall forward the completed applications to the enlisting authority along with a non-refundable enlistment fee by crossed Demand Draft drawn in favour of the Registrar,RGNUL payable at Patiala.For various categories and classes of enlistment, the fee is as given in table I. This fee is to be submitted along with application form to the enlisting authority.

The fee for enlistment of Cooperative Labour & Construction Society shall be 50% of the above fee for each category .In the case of such

applicant whose application of enlistment is rejected by the enlistment authority amount to the extent of 90% of the enlistment fee remitted with the application shall be refunded.

Funds collected by way of sale of application form and fees for enlistment/revalidation of enlistment. with RGNUL shall be utilized for construction, improvement renovation of existing offices, automation of office , setting up of Labs, expenditure on quality control tests by University Engineer . Providing technical literature /books to staff, technical training to staff and stationery /printing of forms /certificates etc.

8 Income tax Clearance

The contractors shall produce a valid income tax PAN number along with his application for enlistment.

9 Sales Tax Clearance

The contractor shall produce a valid Sale tax / VAT number issued by the Sales Tax/ Vat department or attested copies of latest challans alongwith the application for enlistment.

10 Electrical License

The intending contractors of Electrical category shall have to produce valid electrical license from the Chief Electrical Inspector of the State of Punjab. The license shall be kept valid throughout the period of enlistment by getting it renewed at suitable intervals and submit attested copy of the same to the enlistment authority after each renewal.

11 Employees Provident Fund

The contractor, firm /societies will have to submit copy of allotted E.P.F. code No. to become eligible for enlistment.

12 Change in Constitution of Firm

The contractor/firm/L&C Society shall not modify the existing partnership/membership or enter into any fresh partnership without the prior approval of the enlistment authority. Such proposal, if any shall be submitted in advance giving full details of the intended partnership/sole proprietorship along-with the draft partnership deed/affidavit and documents as per Annexure-VI, Any change in status of the contractor as an individuals or in constitution of the firm without prior approval of the enlistment authority will render the contractor /firm / L& C Society liable to be removed from the approved list of contractors.

If a firm is converted in two or more firms by any action of its partner, the new firm(s) or any separated partner(s) in his (their) individual /joint capacity shall have to apply for enlistment afresh and shall be governed by the eligibility criteria given in Table-I

If new partners are taken in the firm, the eligibility criteria mentioned in Table-I shall be applicable.

If the number of original partners of a firm reduces to less than half due to any reason including death of partners (s) the enlistment of the firm shall be withdrawn and the remaining surviving shall have to seek fresh enlistment.

13 Change in Address

- a) While applying for enlistment, the contractor should mention address of his Registered Office as well as Head Office, if different. All documents i.e. ITCC Sale Tax Clearance Certificate, Solvency, Certificate, Electrical License etc. should bear one such address otherwise the same shall not be accepted.
- b) The contractor shall intimate the change of address. If any in advance or maximum within one months of such change. Failure to do so may result in removal of the name of the contractor from the approved list of contractors.

14 Near Relative Working in RGNUL

Individual contractors /partners in a partnership firm/members of Cooperative L &C society whose near relatives are Divisional Accountants or Engineering Officers between the grades of Chief Engineer and Junior Engineer(both inclusive) in the RGNUL shall not be allowed to tender for works falling in the jurisdiction of the office responsible for award and execution of contract where the near relative is working for this purpose , a near relative shall mean wife, husband, parents grand parents ,children, brothers, sisters , first uncles, aunts, first, cousins and their corresponding in laws.

15 Review of Approved List of Contractors

The Contractors shall be required to secure works of appropriate magnitude in RGNUL and other departments of state during the revalidation/ enlistment period , Contractors shall be liable to be black listed for non observance of enlistment rules instructions for this purposes the enlistment authority shall have the power to periodically reviewed the list of contractors.

16 Revalidation of Enlistment

The validity of entitle enlistment of the contractors shall the as given in Para 3 above it shall, however the revalidated on merits if desired by the contractor. Only the contractors who has secured at least one work of appropriate magnitude in P.W.D.(B & R) department, C.P.W.D RGNUL, PUDA, Local Bodies of Punjab Government, Chandigarh Administration, Deptt of Telecommunication/M.E.S./ Railways etc. during the period of enlistment or last revalidation period of enlistment as the case may be shall be considered for revalidation .

17 Application for Revalidation

The contractors shall apply for revalidation of his enlistment in the prescribed form (Annexure-VIII) along with all documents as per the Annexure-IX, so as to reach the enlistment authority at least one month before expiry of his enlistment.

The fees for renewal in a particular category /class be 100% of the fees required for fresh enlistment of last category, However the contractors /firms /societies applying for renewal /revalidation within the enlistment period will be given 10% rebate .

On receipt of application for revalidation within the enlistment period, complete in all respect and with all the necessary documents, provisional extension up to six months from the date of expiry of the enlistment / date of issue of order, which ever is later may be issued .

18 Up-gradation to higher class

The contractor /Firms */societies after gaining the requisite experience and fulfilling the other conditions as specified in table-1 can apply for higher class in the category in which he is enlisted along with all documents and fee as per above para-2

19 Performance Reports

The contractors should fill the detail of each of the work , of appropriate magnitude secured by him during the last revalidation/ the enlistment period , in the Performa as given the Annexure-VII the list should include all works secured by him during the above mentioned period .In case , the contractors conceals any information, his revalidation will be liable to be cancelled .

The contractor should fill up the detail in the Performa as given in Annexure-VII, in duplicate for each work, separate Performa should be filled. One copy of all the Performa should be given to the University Engineer, in which the work was executed and the acknowledgement obtained on the second copy of the Performa. The 2nd copy should then be submitted to the enlisting authority along with the application for revalidation.

The University Engineer should fill up the Performa and submit to the Enlistment Authority within two weeks of receipt of Performa.

20 Revalidation Procedure

The revalidation shall be done on the basis of review of the performance of the contractors pertaining to the period of enlistment/ revalidation. Cases shall be categorized and action taken as below:-

- I) Case A: Enlistment of such contractors, who secure work(s) of appropriate magnitude as per table-1 during period of enlistment/ revalidation shall be considered for revalidation for a period of three years subject to evaluation of their performance .
- II) Case B: Enlistment of contractors , who secured work (s) of appropriate magnitude as per table-1 recently , in the final year of their enlistment because of which the performance cannot be properly judged ,shall be extended for one year for watching the performance and then revalidated for three years if found satisfactory .
- III) Case C: A contractor who could not secure any work during the enlistment period but submitted three or more tenders(out of which at least one tender should be during the first One year of enlistment / revalidation) for works of appropriate magnitude shall be eligible for extension of enlistment for one years .provided he was among the three lowest tenders in at least one work so as to enable him to try to secure at least one work .After one year , he shall be regularized in the following manners .
 - a) If he has not been able to secure any work of appropriate magnitude during the extended one year, his enlistment shall stand cancelled and he shall be entitled to apply for fresh enlistment only after one year of expiry of his extended enlistment.
 - (b) If he has secured at least one work of appropriate magnitude during the extended one year, he shall be granted extension of one more years so as to watch his performance. After this one year when his performance report is available the same shall be evaluated and if found satisfactory, the enlistment shall be revalidated for three years.

For the purpose of (iii) above, the contractor should submit certificate in original from the concerned University Engineer in the Performa as given in Annexure-X.

21 Contractor's Obligations

The contractor should fulfill all his obligations in a manner as specified, failing which he shall be liable for action as mentioned therein. Some of the obligations are summarized below.

- a) Prior approval shall be obtained from the enlisting authority before changing the constitution of the firm/company.
- b) Intimation of change of address should be given in advance or within one month.
- c) He should obtain valid electrical license for the State.
- d) He should secure at least one work of specified magnitude during the period of enlistment/ revalidation.
- e) He shall abide by these rules.
- f) He should not indulge in unethical practices.
- g) He shall execute the works awarded to him strictly as per the terms and condition of the contract and the specifications.

22 Disciplinary Actions

The contractor shall have to abide by all the rules/instructions of enlistment and also by the terms & conditions of contract and the Notice Inviting Tenders. He shall have to execute the works satisfactorily on time and with good quality. The enlisting authority shall have the right to demote a contractor to a lower class, suspend business with him for any period. Debar him or remove his name from the approved list of contractors after issue of show cause notice. Decision of the RGNUL shall be final and binding on the contractor. The following actions of the contractor shall, in general make him liable to disciplinary actions.

- (i) **Demotion to lower class:** The contractor shall be liable to demotion to a lower class, by the enlisting authority, if he;

- a) Fails to execute a contract or executes it unsatisfactory or is proved to be responsible for construction defects; or

- b) No longer has adequate equipment technical personnel or financial resources, or
- c) Is litigious by nature; or
- d) Violates any important conditions or contract or
- e) Is responsible for a conduct, which may justify his demotion to a lower class.
- f) **Suspension of Business** : The enlistment authority may suspend business with a contractor for indefinite period where, pending full enquiry into allegations the enlistment authority is prima facie of the view that the contractor is guilty of an offence in relation to business dealings which when established would result in his removal/ banning business with the contractor .

(ii) **Removal from the approved list.** The name of the contractor may be removed from the approved list of contractors, by the enlisting authority, if he.

- a) has on more than one occasion, failed to execute a contract or has executed it un-satisfactorily, or
- b) is proved to be responsible for constitutional defects in one or more works or has executed one or more works or which were found to be substandard during the course of departmental enquiry against delinquent officials ,or
- c) persistently violates any important conditions of the contract or
- d) fails to abide by the conditions of enlistment , or
- e) is found to have given false particulars at the time of enlistment, or
- f) has indulged in any type of forgery or falsification of records, or
- g) changes conditions of the firm or individual without prior approval of the enlistment authority or
- h) Change permanent address/business address without intimation to the enlistment authority , or
- i) is declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved or partitioned, or
- j) Persistently violates the labour regulation and rules or
- k) is involved in complaints of serious nature received from other departments which prima facie appear to be true or

- 1) Default in settlement of tax dues like income tax, contract tax, VAT, EPF Octroi duties, Building Construction Labour Welfare Cess etc.

23 Revision/Modification of the instructions

Executive Council of RGNUL may modify, add, delete and /or changes any of the above instructions and same shall be binding, on all enlisted contractors.

(Approved by the Executive Council at its meeting held on 10.03.2011)



ANNEXURE-1

Rajiv Gandhi National University of Law, Punjab, Patiala.

APPLICATION FOR NEW ENLISTMENT AS CONTRACTOR

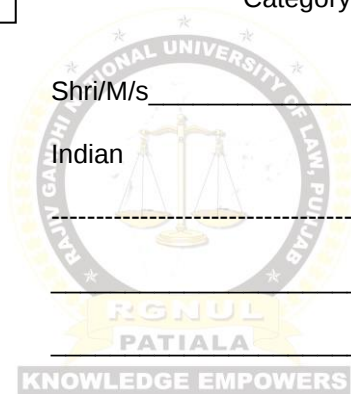
The applicant should study carefully the Rules/Instructions of Enlistment and the list of documents to be annexed with the application form filling the form. Application found deficient in any respect is liable to be rejected without any further correspondence.

Class

Category

1. Name of applicant Shri/M/s _____
2. Nationality Indian Other
3. Address -----
Regd. Office _____

4. Telephone No _____
Fax Number _____
E-mail _____
5. Constitution Individual _____
Sole Proprietorship _____
Partnership Firm _____
Public Limited Company _____
Private Limited Company _____



6. If partnership fir, names of the partners/if company, name of director

1. _____
2. _____
3. _____
4. _____

7 Is the individual/sole proprietor/any Partner/director of company

- | | | | |
|-----|--|---------|--------|
| a) | Dismissed Government Servant | Yes [] | No [] |
| b) | Removed from approved list of contractors | Yes [] | No [] |
| c) | Demoted to a lower class of contractors | Yes [] | No [] |
| d) | Having business banned/suspended by any government in the past | Yes [] | No [] |
| e) | Convicted by a court of law | Yes [] | No [] |
| f) | Retired engineer/official from engineering duty in Government of Punjab or Punjab Govt. under-taking within last three years | Yes [] | No [] |
| (g) | Director or partner of any other company/firm enlisted with RGNUL or any other department | Yes [] | No [] |
| h) | Member of Parliament or any State Legislative Assembly | Yes [] | No [] |

If answer to any of the above is yes, furnish details on a separate sheet

8) a) Name of persons holding power of attorney _____

b) Nationality Indian _____ Other _____

c) Liabilities _____

9) Name of Bankers with full address _____

10 Place of Business _____

11. Full time technical staff in applicant's employ;
As per Table 1
12. Does the applicant have sufficient T & P machinery, equipment and workshop as per requirements mentioned in the enlistment Rules for the class & category applied for (Attach details on separate sheet for owned & hired)
Yes [] No []
13. Does the applicant possess Valid Electrical License(for electrical)
Yes [] No []
14. a) Whether already enlisted with any other department.
Yes [] No []
- b) If yes, give details _____
- i) Name of Department _____
- ii) Class & Category _____
- iii) Enlistment Authority & Address _____
- iv) Enlistment No. & Date _____
- v) Date of Validity _____
- vi) Tendering limit. _____
15. Is any person working with the applicant is a near relative of the officer /official. of RGNUL (see rules 14 of the Enlistment Rules)
If yes give details Yes [] No []
Enlistment fee enclosed.

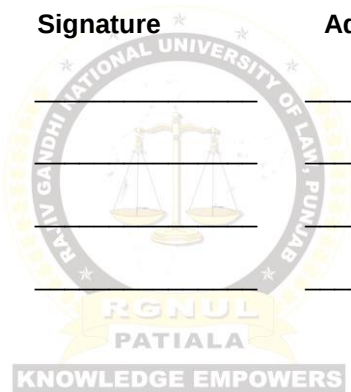
Draft No	Date	Amount	Issuing Bank & branch	Branch drawn upon

- 13 Details of works completed and in progress during the last 3 years (to be filled in Performa as given in Annexure III. This list should include all works whose gross amount of work done is more than the required magnitude for the class in which registration is required.
- 14 Certificate from Clients in original as per Performa given in Annexure Iv for all eligible works.
- 15 Certificates :
- (i) I/We (including all partners) certify that I/We have read the rules of Enlistment of Contractors in RGNUL as amended upto date and shall abide by them.
- (ii) I/We certify that the information given above is true to the best of the knowledge. I/We also understand that if any of the information is found wrong, I am liable to be debarred.
- (iii) I/We certify that I/We will not get myself/ourselves registered as Contractor under more than one name.
- (iv) (a) I certify, that I did not retire as an Engineer of Gazetted rank or as
(b) a Gazetted Officer employed on Engineering or administrative
(c) duty in any Engineering Department of the Government of Punjab/Punjab State undertakings during the last three years. I also certify that I have neither such a person under my employment nor shall I employ any such person within three years of his retirement except with the prior permission of the competent authority (For individuals seeking enlistment in their own name.)
(d) We certify that none of the partners/Directors retired as an Engineer of Gazetted rank or as any gazetted officer employed on Engineering or Administrative duties in last three years. We also

certify that we have neither under our employment any such person nor shall be employee any person within three years of his retirement except with the prior permission of the Competent authority (For partnership firms and limited companies). (Strike out whichever is not applicable)

Signature(s) of applicant(s)

	Name	Signature	Address
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____



ANNEXURE – X

PROFORMA FOR GIVING CERTIFICATE FOR TENDERS SUBMITTED BY THE CONTRACTORS

Subject: **Revalidation of Contractor in Category as Class – () in RGNUL.**

Certified that M/s / Shri. _____
have submitted tenders for the following works.

S.No	Name of the Work	Date of Tender	Estimated cost put to tender.	Position of tender

**Signature of University Engineer
with full address and office seal**

ANNEXURE – II

DOCUMENTS ATTACHED FOR ENLISTMENT

Document		Yes	No
1.	Proof of constitution (Sl. No. 5)	[]	[]
(a)	In case of sole proprietorship/ HUF : an affidavit executed before a 1 st Class Magistrate that the applicant is the sole proprietor of the firm / karta of HUF	[]	[]
(b)	In case of partnership firm : (Submit attested copies)	[]	[]
(i)	Partnership deed attested by Notary Public	[]	[]
(ii)	Form 'A' or equivalent form issued by Register of Firm.	[]	[]
(iii)	Form 'B' or equivalent form issued by Registrar of Firms.	[]	[]
(iv)	Form 'C' or equivalent form issued by Registrar of Firms.	[]	[]
(c)	In case of Private/Public Ltd. Co., Article of Association duly attested by Notary Public	[]	[]
(d)	In case of Labour and Cooperative Societies necessary Form issued by Registering Authority along with List of Members.	[]	[]
2.	Power of Attorney, if any (Sl. No. 8), attested by Notary Public	[]	[]
3.	(a) Solvency certificate from the Tehsildar/ Scheduled Bank in Performa given in annexure-V	[]	[]
	(b) The working capital certificate from the Bank or C.A.	[]	[]
	(c) Yearly turn over for last 3 financial years from the C.A.	[]	[]
4.	Technical Staff : (Sl. No. 11)	[]	[]
(i)	List of full time technical staff/designers with qualification and experience of each.	[]	[]
(ii)	Attested copies of the degrees/diplomas of the	[]	[]

	technical staff/Designers		
(iii)	Declaration from the technical staff/Designers that they are employed with the applicant.	[]	[]
5.	List of M/C, T&P, steel centering & shuttering etc. owned by the applicant. Submit separate list for machinery/T&P on hire. (In case the contractor/firm/society has agreement with owner of machinery for hire, should submit affidavit from the owner that he is owner of machinery/T&P which is registered in his/firm's name and bound to give machinery/ T&P on demand to applicant.	[]	[]
6.	Attested copy of valid Electrical License (Sl. No. 13)	[]	[]
7.	Attested copy of Enlistment order (Sl. No. 14)	[]	[]
8.	List of all near relatives working in RGNUL, including their addresses (Sl. No. 15) See also Rule 14 of Enlistment Rule	[]	[]
9.	Demand draft for Enlistment Fee (Sl. No. 16)	[]	[]
10.	Original or attested copies of certificates for works done, from concerned clients, in Performa as given in Annexure-IV	[]	[]
11.	Attested copies of award letters for works included in Annexure-III	[]	[]
12.	Valid PAN NO.	[]	[]
13.	Valid S.T /VAT NO. or copy of sales tax / VAT latest returns (Attested copies)	[]	[]
14.	Valid & attested copy of allotted EPF Code No.	[]	[]
15.	Valid Licence under Contract Labour (Regulation and Abolition) Act,1970	[]	[]

ANNEXURE – IV

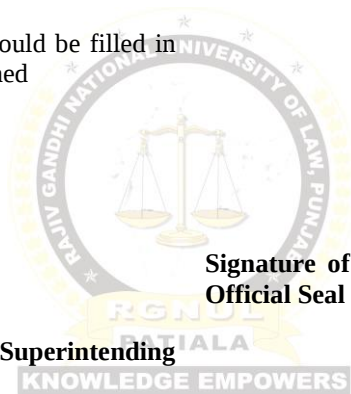
CLIENT CERTIFICATE REG. PERFORMANCE OF CONTRACTOR

1. Name & address of the Client _____
2. Details of works executed by Shri/M/s _____
3. Name of work with brief particulars _____
4. Agreement No. and Date _____
5. Date of Commencement of work _____
6. Stipulated date of completion _____
7. Actual date of completion _____
8. Details of compensation levied for delay, if any _____
9. Tendered amount _____
10. Gross amount of the work completed _____
11. Name and address of the authority under whom works executed _____
12. Whether the contractor employed qualified Engineer/Overseer during execution of work ? _____
13. (i) Quality of work (indicate grading) Outstanding/V. Good/Good/ Poor
(ii) Amount of work paid on reduced rate basis, if any _____
14. (i) Did the contractor go for arbitration? _____
(ii) If yes, total amount of claim. _____
(iii) Total amount awarded _____

15. Comments on the capabilities of the contractor

- | | |
|----------------------------------|------------------------------|
| (a) Technical Proficiency | Outstanding/V.Good/Good/Poor |
| (b) Financial Soundness | Outstanding/V.Good/Good/Poor |
| (c) Mobilization of adequate T&P | Outstanding/V.Good/Good/Poor |
| (d) Mobilization of manpower | Outstanding/V.Good/Good/Poor |
| (e) General behavior | Outstanding/V.Good/Good/Poor |

Note : All columns should be filled in properly & countersigned



**Signature of the Reporting Officer with
Official Seal**

**Officer of the rank of Superintending
Engineer or equivalent**

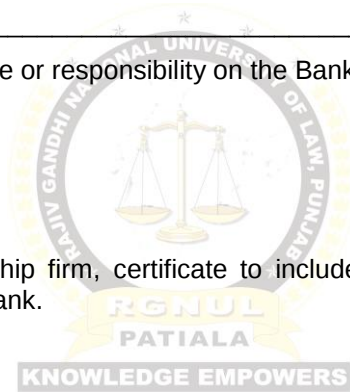
ANNEXURE – V

FORM OF SOLVENCY CERTIFICATE FROM A SCHEDULE BANK

This is to certify that to the best of our knowledge and information M/s / Shri _____
having marginally noted address, a customer of our bank are/is respectable and can
be treated as good for any engagement upto a limit of Rs. _____
(Rs. _____). This certificate is
issued without any guarantee or responsibility on the Bank or any of the Officers.

Signature for the Bank

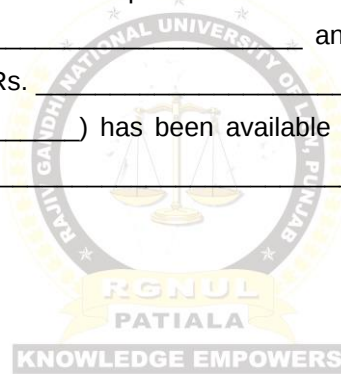
Note: In case of partnership firm, certificate to include names of all partners as
recorded with the Bank.



WORKING CAPITAL CERTIFICATE FROM A SCHEDULE BANK

(For Class IV (B&R), Class III (Elect.) & Class III (PH))

Certified that Shri./ M/s _____
S/o W/o _____ and
resident(s) of _____
_____ has / have been maintained a saving
bank account/current account/fixed deposit account with this branch of bank since
_____ and an amount not less than
Rs. _____ (Rs. _____
_____) has been available to the credit in his/her/their
C.A./ S.B. account No. _____.



(Signature)
Seal of the Bank

ANNEXURE – VI

**LIST OF DOCUMENTS / INFORMATION REQUIRED TO BE SUBMITTED FOR
CHANGE OF CONSTITUTION**

- A. Documents to be submitted**
- (1) Copy of proposed partnership deed duly signed/proposed Memorandum of articles.
 - (2) Attested copy/copies of valid ITCC/(s) in respect of each proposed partner.
 - (3) An undertaking sworn in before a 1st class Magistrate by all partners to the effects that the new firm will take over all assets and liabilities.
 - (4) Dissolution deed/consent of relating partners/death certificate in case of death of a partner.
- B. Furnish the following details in respect of each partner with whom contractor's firm want to enter into partnership.**
- (i) Whether he is enlisted with RGNUL
 - (ii) Whether he is a dismissed Government servant.
 - (iii) Whether he is a partner / director of any other firm enlisted with this RGNUL
 - (iv) Whether he is member of Indian Parliament or State Legislature.
 - (v) Whether his name has been blacklisted or removed form the approved list of contractors or demoted to lower class or orders banning/suspending business with him by any department in the past.
 - (vi) Whether he is a dismissed/removed/retired Government servant within the last 3 years.
 - (vii) Whether he has any relative working in RGNUL, if yes, give details.
 - (viii) Whether he has any civil or criminal case pending in any court of India, if yes give details.

ANNEXURE – VII

**CONTRACTOR PERFORMANCE REPORT FOR WORKS COMPLETED OR
UNDER EXECUTION, FOR REVALIDATION OF ENLISTMENT**

1. Name of the Contractor :
2. Name of work :
3. Agreement No. :
4. Name of division in which the work was executed :
5. Estimated cost put to tender :
6. Tendered cost :
7. Gross amount of final bill/work done till date :
8. Stipulated date of Start and Completion :
9. Actual date of completion or percentage progress :
10. Amount of reduced rate items, if any :
11. Did the contractor go for arbitration :
12. If yes, total amount claimed and amount awarded :

Signature of the Contractor

Part II (to be filled by the department)

Note : This performance report duly completed by University Engineer should be forwarded to Enlistment authority within two weeks of its receipt from the contractor.

Certified that details given by the contractor in Part-I have been verified and found to be correct/have been corrected wherever necessary.

Signature of University Engineer

3 Quality of work (Please grade as Very Good/Good/Satisfactory/Poor) :

- (a) Grading by UE
- (b) Grading by Registrar

Signature of University Engineer
Signature of Registrar

ANNEXURE – VIII

**RGNUL APPLICATION FOR REVALIDATION OF ENLISTMENT AS
CONTRACTOR**

(The applicant should study carefully the Rules of revalidation and the list of documents to be annexed with the application form before filling the form. Application found deficient in any respect is liable to be rejected without any further correspondence.)

	Class		Category	
1.	Name of Applicant	Shri/M/s _____		
2.	Nationality	Indian _____ Other _____		
3.	Address	_____		
	Regd. Office	_____		
4.	Telephone No	_____		
	Fax Number	_____		
	E-mail	_____		
5.	Constitution	Individual	☐	
		Sole Proprietorship	☐	
		Partnership Firm	☐	
		Public Limited Company	☐	
		Private Limited Company	☐	

6. If partnership firm, names of the partners/if company, name of directors

1	
2	
3	
4	
5	
6	

7. (a) Name of persons holding power of attorney

(b) Nationality

Indian

☐

Other

☐

(c) Liabilities

8. Name of Bankers with full address

9. Place of Business

10. Full time technical staff in applicant's employ :

(a) to (e) for Civil, Electrical & PH

☐

- (a) Graduate engineers with minimum 2 years experience ☐
- (b) Graduate engineers excluding (a) above ☐
- (c) Diploma engineers with minimum 3 years experience ☐
- (d) Diploma engineers with minimum 1 year experience excluding (c) ☐
- (e) Diploma engineers excluding (c) & (d) ☐

11. Does the applicant have sufficient T&P, machinery, equipment and workshop as per requirements mentioned in the enlistment Rules for the class & category applied for (Attach details on separate sheet for owned & hired)

Yes

☐

No

☐

12. Does the application possess valid Electrical License (for electrical)

13. (a) Details of existing enlistment with PMB

(i) Enlistment No. & date

(ii) Date of validity

14. Is any person working with the applicant is a near relative of the officer/official of RGNUL (see rules 18 of the Enlistment Rules)

If yes, give details

Yes

☐

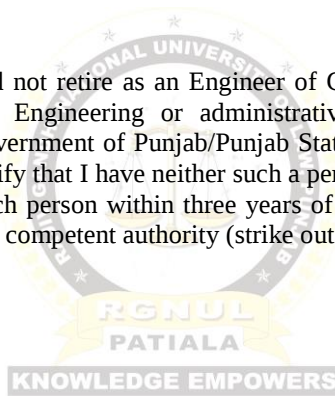
No

☐

15. Details of works completed and in progress during the last 3 years (to be filled in Performa as given in Annexure III. This list should include all works whose gross amount of work done is more than the required magnitude for the class in which registration is required.

16. Certificate :

- (i) I/ We (including all partners) certify that I/We have read the rules at Enlistment of Contractors in RGNUL as amended upto date and shall abide by them.
- (ii) I/We certify that I/We will not get myself/ourselves registered as contractor in RGNUL under more than one name.
- (iii) I/We certify that the information given above is true to the best of the knowledge. I/We also understand that if any of the information is found wrong, I am liable to be debarred.
- (iv) (a) I certify that I did not retire as an Engineer of Gazetted rank or as a Gazetted Officer employed on Engineering or administrative duties in any engineering Department of the Government of Punjab/Punjab State Undertakings during the last three years. I also certify that I have neither such a person under my employment nor shall I employ any such person within three years of his retirement except with the prior permission of the competent authority (strike out whichever is not applicable)



	Name	Signature	Address
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____



ANNEXURE – III

**WORKS COMPLETED AND IN PROGRESS DURING THE LAST THREE YEARS
(Including all works awarded)**

(Add additional sheets, if necessary)

Sr. No.	Name of Work & Agreement	Date of Start	Date of Completion	Reasons for delay & compensation levied if any	Tendered Cost	Gross cost of completion	Net amount received	Name, designation & complete address of the authority alongwith contact number for whom the work was done.
			Stipulated	Actual				

NOTE : Attached copy of certificate from concerned department

Machinery to be owned by the Contractor TABLE – 1A

Class	Category	Machinery to be owned by the contractor
Civil	I	RW : DRR-3, WT-2, Bit.Sp-2, Truck/Ttroll/ Tip-2, Sheep F.R.-2. Lab equip. as per Annex. 'A'
		B.W. : CM (weigh batching)-1, CM-2, Build. Hoist-2, Steel C&S-1000 sqm. Vibrator (Needle & Surface)-4 and with well equip. Lab. As per Annexure 'A'
	II	RW : DRR-2, BIT. Sp-2, Sheep foot Roller-1, WT –2 and with well equipped lab. As per Annex. 'A'
		BW : Con. Mix (full bag cap.)-2, Steel C&S-250 sqm. Build. Hoist-1, Vibrator (Needle & Surface)-2 with well equipped lab. As per Annexure 'A'
	III	RW : DRR-1, WT-1, Bit.Sp-1, Sheep F.R.-1 & with well equipped lab. As per 'A'
		B.W. : Con. Mix (full bag cap)-1, Steel C&S-100 sqm., Vibrator (Needle)-1 and with well equipped lab as per Annexure 'A'
	IV	Nil
	H M P	DRR-3, Bit. Sp.-2, Tip.-4, Troll.-1, HMP (Electronic)-1, Pav.F-1, F.Loader-1, Air comp.-1 , Vehicle mounted bitumen spray pump,WT-1 , tractor trolley -1and Lab equip. as per Annexure 'A'
Public Health	OH SR	C.M.-1, Steel C&S-50sqm. Vib.(needle)-1. Pump
	Tube well	Boring Rig
	SWD/ WS/S	Cl-1 CM-1, Vib. (needle)1, D.Level, 200 sqm Steel Sca/Shut.
		Cl-2 CM-1, Vib. (needle)-1, D. level, 100 sqm Steel Sca/Shut.
		Cl-3 Nil
ELEC	Cl-1	As reqd. by Chief Electrical Inspector
	Cl-2	As reqd. by Chief Electrical Inspector
	Cl-3	As reqd. by Chief Electrical Inspector
	Sub. Stn.	As reqd. by Chief Electrical Inspector

ANNEXURE – 'A'

LAB EQUIPMENTS/APPARATUS REQUIRED FOR DIFFERENT
CATEGORY/CLASS OF ENLISTMENT

Category	Class	Field density Kit	Sieve Set with Shaker	Speedy moisture meter	Compression machine	Slump test apparatus	Impact tester	Index Gauge	Atterberg limits apparatus	CBR test machine	Penetration apparatus	Bitumen Extractor	Specific gravity apparatus	Softening Point apparatus	Ductility Machine	Viscometer	Sand replacement cylinder with accessories	Overn Electronic balance, glass ware, Thermometers, Tray set for tray test etc.	Measurement Box (One cum)
Road Works		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	Class-I	3	3	3	2	3	3	3	3	2	1	1	1	1	1	1	2	3	3
	Class-II	2	2	2	—	—	2	2	2	1	—	—	—	—	—	—	—	2	2
	Class-III	1	1	1	—	—	1	1	1	—	—	—	—	—	—	—	—	1	1
	H M P	2	2	2	—	—	2	2	2	1	1	1	1	1	1	1	2	2	—
Building Works	Class-I	3	3	3	3	3	1	1	1	1	—	—	—	—	—	—	—	—	—
	Class-II	2	2	2	2	2	1	1	1	1	—	—	—	—	—	—	—	—	—
	Class-III	1	1	1	1	1	1	1	1	—	—	—	—	—	—	—	—	—	—

- Note : (a) HMP contractor will also provide the apparatus for separation test for CRMB in lab.
(b) Road work contractors will provide the reqd. apparatus for testing of emulsions (IS:8887) if used in road work.

JURIDICTION OF UNIVERSITY ENGINEER IN RGNUL

**(ANNEXTURE X)
ANNEXURE-X**

JURISDICTION OF UNIVERSITY ENGINEER, RGNUL.

**University Campus site at village Sidhuwal on Patiala Bhadson Road District Patiala
and camp office of RGNUL at Mohindra Kothi, The Mall, Patiala.**

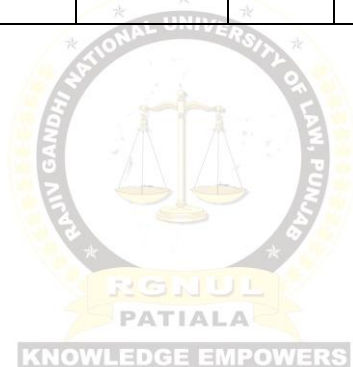


ENLISTMENT OF CONTRACTORS BY RGNUL TABLE – 1

Category	Class	Enlistment authority	Recommendation Committee	Tendering limit in lacs	Past Exp. Of comp. works (Cont. agg.) in last 3 years	Financial Soundness		Engineering Establishment	T&P / machinery	Enlistment fee for 3 years (in rupees)
						Solvency Cert. In Lacs	Working Capital/ Liquid asserts			
Civil	I	Vice-Chancellor	1. E.E. & 2. S.D.E. Through Registrar	Upto 500	3 works (contract agreement) of Rs. 50 lacs each T.O.>2.5 crores in any of the last 3 years	100	25	1B.E. (Civil)+2, 1 B.E. (Civil) or 1 Dip.+3	RW : DRR-2, Vib. R-1, WT-2, Bit.Sp-2, Truck/Troll/ Tip-2, Sheep F.R.-2. Lab equip. as per Annex. 'A'	25000
									B.W. : CM (weigh batching)-1, CM-2, Build. Hoist-2, Steel C&S-1000 sqm. Vibrator (Needle & Surface)-4 and with well equip. Lab. As per Annexure 'A'	
	II	Registrar	1E.E. & 2S.D.E.	100	3 works (Contract agreement) of Rs. 15 lacs each T.O. > 50 lacs in any of the last 3 yrs.	25	10	1 B.E. (Civil) & 1 Dip. (Civil)+1	RW : DRR-2, Tip/Troll.-2, BIT. Sp-2, Sheep F.R.-1 WT -2 and with well equipped lab. As per Annex. 'A'	15000
									BW : Con. Mix (full bag cap.)-2, Steel C&S-500 sqm. Build. Hoist-1, Vibrator (Needle & Surface)-2 with well equipped lab. As per Annexure 'A'	
	III	U.E.	2 S.D.E.	30	3 works of Rs. 5 lacs each T.O.>15 lacs in any yr. In last 3 yrs.	10	3	1 Dip. 1 yrs exp. Or 1 B.E. (Civil)	RW : DRR-1, WT-1, T.Troll./Truck/Tip.-1, Bit.Sp-1, Sheep F.R.-1 & with well equipped lab. As per 'A'	10000
									B.W. : Con. Mix (full bag cap.)-2, Steel C&S-200 sqm., Vibrator (Needle)-2 and with well equipped lab as per Annexure 'A'	
	IV	U.E.	1 S.D.E.	10	Nil for new enlistment One work of any amount for regular enlist	Nil	1.0 lac. Working capital cert. From Bank	Nil	Nil	5000

RGNUL Regulations (Aug' 25)

Public Health	SW D/ WS /S	CI-1	Registrar	1E.E. & 1S.D.E.	200	3x10 & T.O.>25 lacs	15	5	1 B.E. or 1 Dip+3	CM-1, Vib. (needle)1, D.Level, 200 sqm Sca/Shut.	20000
		CI-2	U.E.	2 S.D.E.	25	3x5&T.O.>12 lacs	10	2.5	1B.E. or 1 Dip+1	CM-1, Vib. (needle)-1, D. level, 100 sqm Sca/Shut.	7500
		CI-3	U.E.	1 S.D.E.	10	Nil	Nil	1 lac W/C cert		Nil	5000
E L E C	CI-1	Registrar	1E.E.&1 S.D.E.	200	3x40&T.O.>100 lacs	80	20	1B.E. or 1 Dip+5	As reqd. by Chief Electrical Inspector	20000	
	CI-2	U.E.	2 S.D.E.	15	5x1 & T.O.>7.5 lacs	10	0.5	1 Dip+2	As reqd. by Chief Electrical Inspector	7500	
	CI-3	U.E.	1 S.D.E.	2	Nil	Nil	1 lac W/C cert.	1 Dip	As reqd. by Chief Electrical Inspector	5000	
	Sub. Stn.	Registrar	1 E.E. & 1 S.D.E.	50	3x15	15	5	1 B.E. or 1Dip.+5	As reqd. by Chief Electrical Inspector	10000	



ANNEXURE – IX

DOCUMENTS TO BE ATTACHED FOR ENLISTMENT

1.	Solvency certificate in original from Scheduled Bank in the given Performa in original or attested copy by the same bank.	[]	[]
2.	Working capital certificate from the Bank or Liquid assets certified by the Chartered Accountant	[]	[]
3.	Attested copy of valid Electrical License	[]	[]
4.	Attested copy of Enlistment order.	[]	[]
5.	Attested copies of award letters for works included in Annexure II	[]	[]
6.	Valid & attested copy of Income Tax Clearance Certificate	[]	[]
7.	Valid & attested copy of VAT Clearance Certificate	[]	[]
8.	Valid & attested copy of allotted EPF Code No.	[]	[]
9.	Annexure VII with acknowledgement of EE POWERS	[]	[]
10.	Attested copy of power of attorney, if any	[]	[]
11.	Certificate for tender submitted on Annexure – X	[]	[]



PART-VIII – SECTION A

Regulations for Fee and Related Matters



PART – VIII – SECTION-A

REGULATIONS FOR FEE AND RELATED MATTERS

1. FEE STRUCTURE

The fee-structure for the B.A.LL.B. (Hons.) and LL.M. Course shall be as prescribed from time to time (See Annexure).

Note: Increase of Rs. 5000/- in Tuition Fee and Allied Fee of Under-Graduate and Rs. 3000/- for the Post-Graduate Course of Law respectively every year for all students from July 2012 onwards, with the condition to review/revise it as and when deemed necessary by the University. (Approved by the Academic/Executive Council meetings dated 06.01.2012 [Para 34 (14) (ii)])

2. DEPOSIT AND REFUND OF FEES

- (i) The candidate is required to deposit the prescribed admission fees immediately after admission, failing which the seat shall be offered to the next candidate in the order of merit.

- (ii) **One time admission fee from the students of the First Year both for Under-Graduate and Post-Graduate Courses**

Rs. 5000/- **KNOWLEDGE EMPOWERS**

- (iii) **Annual Amenities Fee both for Under-Graduate and Post-Graduate Courses**

Rs. 23000/- pa

(Approved by the Finance Committee/Executive Council at their respective meetings held on 07.02.2019 Para 3(4))

3. SCHEDULE FOR SUBMITTING THE EXAMINATION FORM AND FEE

The examination form with the prescribed fee and three (3) recent passport size photographs shall reach the Office of the Registrar / Examination Branch on or before the last date as under:

The examination form/fee for add i.e. 1-3-5 Semesters shall be submitted as follows:

Date for Submission of the Examination Form (Without Late Fee)	15 October
Submission with Late Fee of Rs. 100/- (Rupees One Hundred)	31 October
Submission with Late Fee of Rs. 500/- (Rupees Five Hundred)	15 November

The examination form/fee for the Even Semester i.e. 2-4- shall be submitted as under:

Date for Submission of Examination Form (Without Late Fee)	30 March
Submission with Late Fee of Rs. 100/- (Rupees One Hundred)	15 April
Submission with Late Fee of Rs. 500/- (Rupees Five Hundred)	30 April

The Class Teacher will countersign the examination form of each student and satisfy the following requirements:

3. that he/she has been on the rolls of the University during the academic term preceding the semester examination; and
4. that he/she has attended not less than 75% lectures delivered to that class in each paper.

Note: The shortage in the attendance of lectures of the candidate will be condoned as per rules prescribed by the University from time to time.

4. FEES TO BE CHARGED FROM CASUAL STUDENTS

- | | |
|--|---|
| 1. Tuition Fee | Rs. 3000/- per subject |
| 2. Hostel Room Rent | Rs. 1000/- per month |
| 3. Mess Charges | Payment to be made by the student directly to the Mess Contractor |
| 4. Use of Library and Computer Lab Charges | Rs. 2000/- per semester |

5. RULES FOR UNIVERSITY MESS

1. RGNUL shall provide facility of Mess to its students residing in its different Hostels.
2. The University shall engage a Mess Contractor for providing Breakfast, Lunch and Dinner to the students.

3. The University shall provide accommodation and other required kitchen equipments, utensils, furniture etc. to the Mess Contractor.
4. A Mess Committee consisting of Teacher Incharge, Representative of Students/Semester based including Girls and Boys shall be constituted.
5. The Mess Committee shall hold meetings from time to time so as to review the working of the Mess and the quality of food provided by the Contractor.
6. Menu of meals – Breakfast, Lunch and Dinner shall be recommended by the Mess Committee in consultation with the Mess Contractor and approved by the Registrar and the Vice-Chancellor.
7. The Contractor shall provide meals to the students on prescribed rates to be fixed in the beginning of the session.

6. PAYMENT OF MESS BILLS AND ELECTRICITY / WATER CHARGES

1. The students shall pay a first installment of advance mess bill, electricity and water charges in the month of July and the second installment in the month of January, as determined by the University to be adjusted against the actual bill.
2. The University shall maintain separate account of each student of the receipt of advance mess bill and electricity and water charges.
3. The monthly payment shall be made to the mess contractor out of the aforesaid account after deducting the taxes and other charges as per rules.
4. The payment of the electricity and water charges shall also be made out of the aforesaid account against the bill received by the University and the account of the individual student shall be charged proportionately.
5. The balance if any shall be worked out in the respective account of the student, balance due from the student shall be charged in the next advance bill and balance if any to the credit of the student shall be carried forward.
6. An account of Income and Expenditure shall be maintained by the University and got checked/audited from a Chartered Accountant at the end of the Semester/each Academic Session.

7. Payment of bills for serving food to the students on per student basis shall be made to the Contractor out of the Mess Account without pre-Audit after getting orders of the Vice-Chancellor.

(Approved by the Executive Council at its meeting held on 17.12.2010).

7. **Detail of Fee chargeable from Detained Students for attending Special Lectures:**

1.	Fee for special lectures	Rs. 250/- from 01 to 04 Lectures Rs. 1000/- from 05 to 10 Lectures Rs. 1500/- Lump sum from 11 to 15 Lectures Rs. 2000/- lump sum for 16 Lectures and above
----	--------------------------	--

8. **Refund of Fee on Transfer/Withdrawal from Admission of B.A.LL.B. (Hons.) FYIC and LL.M. (Two Year Course)**

Refund of fee on withdrawal from admission to the First Semester of Graduate/Post-Graduate Courses shall be allowed only if the request is received before the last date of admission.

(Approved by the Executive Council meeting dated 30.07.2013 Para 26)

9. **Transfer of Fee to CLAT Institutions shall be allowed as per CLAT Policy**

NOTE: No refund of fee shall be allowed in any other circumstances except as in rule (6) and (7) above.

10. **On withdrawal of student from UG and PG courses, refund of fee shall allowed as under**

1. 100% : 15 days or more **before** the formally-notified last date of admission
2. 90% : Less than 15 days **before** the formally-notified last date of admission
3. 80% : 15 days or less **after** the formally-notified last date of admission

4. 50% : 30 days or less, but more than 15 days, **after** formally-notified last date of admission
5. 00% : More than 30 days **after** formally-notified last date of admission

[Amendment approved (Clause 8) by the Executive Council at its Meeting held on 07.02.2019 (Para 6)].

11. Refund of Security to Under-Graduate and Post-Graduate students

- (i) Every student of Under-Graduate and Post-Graduate Courses of Law shall deposit a sum of Rs. 20,000/- as security at the time of admission.
- (ii) On completion of the course a sum of Rs. 15000/- will be refunded out of the total amount of security of Rs. 20000/-, after deducting Rs. 5000/- as Alumni Membership Fee.
- (iii) Refund of security shall be allowed by the Registrar on the application submitted by the pass out student along with 'no due certificate' from all concerned, **within a period of 2 years from the date of declaration of his/her result of Under-Graduate/Post-Graduate courses of law (the period of 2 years countable from completion of the higher class in case the student continues his/her studies for the Post-Graduate course of Law at RGNUL). In case the student does not submit his application for refund of security within the stipulated period as given above, the security will stand forfeited.**
- (iv) Refund of security shall be allowed to a drop out student (Under-Graduate/Post-Graduate) who does not complete the full course, after deducting Rs. 1000/- as service charges and other dues **if any. Condition of submission of application for refund of security within 2 years from the date of his/her last attendance, will apply, failing which the security will stand forfeited.**

[Amendment approved by the Executive Council meeting dated 10.01.2013 (Para 10)]

12. FEE CONCESSION

- (i) Two students be given 100% tuition fee waiver and two students 50% tuition fee waiver in each year of B.A.LL.B.(Hons.) FYIC Course from the academic session 2022-23.
- (ii) One student be given 100% tuition fee waiver and 50% tuition fee waiver of LL.M. (One Year Course) from the academic session 2022-23 (Current Session).

(Approved by the Executive Council meetings dated 07.04.2023 (Para 21)

(ii) Fee concession to students admitted against 3% seats under PWD Category :

1. **Full fee concession** - To those students whose annual family income is less than 2.5 lacs per year – proof of income to be considered on the basis of income certificate issued by the Collector/income tax return for the preceding financial year.
2. **Half fee concession** – To those students whose annual family income is less than 4.5 lacs per year – proof of income to be considered on the basis of income certificate issued by the Collector/income tax return for the preceding financial year.
3. To provide free of cost study material to those covered under 1 and 2 above.
4. Any other requirement/demand of the differentially abled students, deemed proper, to be sanctioned by the Vice-Chancellor.
5. Free transport facility to all the students (already available to other students).

(Approved by the Executive Council meeting dated 10.01.2013 Para 4)

Explanation:

- (i) Full Fee/Half Fee concession shall be construed as concession in the Tuition Fee only. The students shall pay allied fee including hostel fee and other fee.
- (ii) The set of books shall be made available in the Library to be issued to such students for the semester.

(Amendment approved by the AC/EC meetings held on 16.05.2014 Para 10)

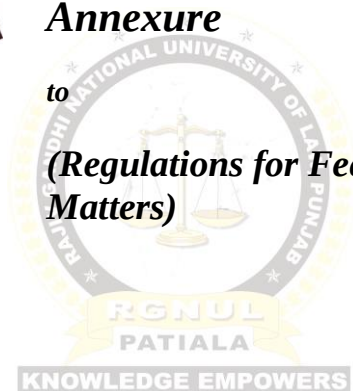
- 13. Fee for Issuing Duplicate Detail Marks Certificate:**
Fee for Issuing Duplicate DMC Rs. 500/- per DMC
(Approved by the Executive Council at its Meeting held on 14.03.2009 (Para 2) Appendix 2).
- 14. Amount Chargeable from students for issuing Transcripts/Multiple Copies of Transcripts on submission of application**
1. Single Transcript Rs. 500/-
2. Additional/Multiple Copies of Transcript Rs. 100/- per copy
[Approved by the Academic Council meeting dt. 25.01.2020/Executive Council meeting dt. 25.01.2020 (Para 2(10))]
- 15. Fee to be charged from detained students for attending classes of the previous semester.**
(i) that such students seeking admission may be charged half of the Annual Tuition Fee;
(ii) that they may be given an option either to retain marks of their Project Report/ Seminar or submit fresh presentation of seminar and project report in the respective semester. The subject teacher shall allocate the project/seminar topics to such students.
(iii) they may be given an option to appear in the respective examinations in Mid-Term and in that case marks for the End Term may be counted at par with regular students of that class. Provided they shall be examined for the mid semester examination as per prevalent current syllabus.
(iv) payment of hostel charges may be taken for the full semester if the study is more than three months or on monthly basis counting stay for any number of days as full months.
(v) The year back students who have taken admission in the same class and are attending classes, shall appear in the respective subject according to the current syllabus.
(Amendment approved by the Executive Council meeting dated 10.01.2013 Para 16)



***Part-VIII – Section-A
Annexure***

to

***(Regulations for Fee and Related
Matters)***



Annexure**FEE STRUCTURE FOR B.A.LL.B. (HONS.)
FIVE YEARS INTEGRATED COURSE****FEE & HOSTEL CHARGES**

Fee, Hostel and Other Charges payable by a student of B.A.LL.B. (Hons.) shall be as prescribed in the prospective of the respective session.

(1) Fee Structure for B.A.LL.B. (Hons.) Five Years Integrated Course for 2019-2020

Sr. No.	Description	Fee Indian Nationals (in rupees)	Fee Foreign Nationals	Remarks
(1)	Admission Fee	5000	5000	One time at the time of Admission in First Year
(2)	Tuition Fee and Allied Fee	110000	US \$ 6000 or equivalent in INR for the Foreign Nationals (US\$ 3000 in case of SAARC candidate)	Annual
(3)	Amenities Fee	23000	23000	Annual
(4)	Campus Development	10000	10000	Annual
(5)	Moot Court Fees	3000	3000	Annual
(6)	Examination Fee	3000	3000	Annual
(7)	Library Fee	3000	3000	Annual
(8)	Hostel Rent	35000 Single occupancy (for 4 th & 5 th year) per annum 30000 Double occupancy (for 1 st to 3 rd year) per annum		
(9)	Mess Charges	As per actual bill (Advance Rs. 34000/- adjustable per year)		
(10)	Security Refundable	20000 at the time of admission		

(2) Fee Structure for LL.M. (One Year) Post-Graduate Course for 2019-2020

Sr. No.	Description	Fee Indian Nationals (in rupees)	Fee Foreign Nationals	Remarks
(1)	Admission Fee	5000	5000	One time at the time of Admission in First Year
(2)	Tuition Fee and Allied Fee	64000	US \$ 3500 or equivalent in INR for the Foreign Nationals (US\$ 3000 in case of SAARC candidate)	Annual
(3)	Amenities Fee	23000	23000	Annual
(4)	Campus Development	10000	10000	Annual
(5)	Examination Fee	3000	3000	Annual
(6)	Library Fee	2000	2000	Annual
(7)	Hostel Rent	35000 Single occupancy per annum		
(8)	Mess Charges	As per actual bill (Advance Rs. 34000/- adjustable per year)		
(9)	Security Refundable	20000 at the time of admission		

(2) Schedule of Fee Deposits

Fee and other charges to be deposited in the month of July and January of the Academic Session as prescribed in the prospectus.

(i) Deposits of fee by the First Semester

The Vice-Chancellor shall fix schedule of fee deposits by the First Semester students of graduation and post-graduation students keeping in view the CLAT admission schedule.

(Approved by the Executive Council at its meeting held on 10.03.2011).

(ii) Deposit of Fee by RGNUL Students

1. Fee schedule for 3rd, 5th, 7th, 9th Semester

Last date for depositing fee (without late fee)

10th July

Last date for depositing fee with late fee of Rs. 1000/-	17 th July
Last date for depositing fee with late fee of Rs. 2500/-	24 th July
Last date for depositing fee with late fee of Rs. 5000/-	31 st July
Last date for depositing fee with late fee of Rs. 10,000/- (with the permission of Vice-Chancellor)	31 st August

2. Fee schedule for 2nd, 4th, 6th, 8th, 10th Semester

Last date for depositing fee (without late fee)	10 th January
Last date for depositing fee with late fee of Rs. 1000/-	17 th January
Last date for depositing fee with late fee of Rs. 2500/-	24 th January
Last date for depositing fee with late fee of Rs. 5000/-	31 st January
Last date for depositing fee with late fee of Rs. 10,000/- (with the permission of Vice-Chancellor)	28 th February

(Approved by the AC/EC dated 16.05.2014 Para 9)

(3)

Other Fees

Fee for Repeat Examination	₹ 2000 per subject
⁵⁰ Re-Examination Fee	₹ 1000 per subject
⁵¹ Re-Evaluation Fee	₹ 1000 per paper
⁵² Issue of Migration Certificate	₹ 1180 (incl. GST)
⁵³ Issue of Duplicate Migration Certificate (On Production of an Affidavit)	₹ 1180 (incl. GST)
⁵⁴ Issue of Duplicate Admit Card	₹ 250
⁵⁵ Rechecking / Showing Answer Sheet	₹ 50 per sheet
⁵⁶ Copy of Answer Sheet	₹ 2 per page
Degree in Absentia	Rs. 2000/-
Duplicate Degree (Duplicate Degree will be issued to the student with fee of Rs. 2000 on production of copy of FIR and Affidavit)	Rs. 2000/-
Provisional Degree	Rs. 500/-
Duplicate DMC/	Rs. 1000/-
Other Academic Certificates	
Provisional Certificate	Rs. 500/-

⁵⁰ Amendment approved by the Executive Council meeting dated 28.01.2025 (Para EC-4 (FC-12))

⁵¹ Amendment approved by the Executive Council meeting dated 28.01.2025 (Para EC-4 (FC-12))

⁵² Amendment approved by the Executive Council on 07.10.2022 para 6.

⁵³ Amendment approved by the Executive Council on 07.10.2022 para 6.

⁵⁴ Amendment approved by the Executive Council at its meeting held on 30.01.15 (Para 2(ii))

⁵⁵ Amendment approved by the Executive Council at its meeting held on 16.07.2016 (Para 8)

⁵⁶ Amendment approved by the Executive Council at its meeting held on 16.07.2016 (Para 8)

**Verification Fee of Degree/DMC
other than through Bar Council
Transcript**

Rs. 1000/-

Rs. 500/-

(additional Rs. 100/-per copy)

[Amendment approved by the Executive Council/Finance Committee at their meetings held on 07.07.2018 (Para 3 (16))]

**Transcript/Other documents by hand in Rs. 200/- per
Sealed envelope sealed envelope
Charges for Sending Documents by Post**

Within India Rs. 200/-

Out of India Rs. 2500/-

[Amendment approved by the Executive Council/Academic Council at their meetings held on 25.07.2020 and 08.02.2020 respectively (Para 2 (10))]

(4) Payment through Debit Slips

1. The RGNUL regular students may also submit debit slips for payment of other fee like, Repeat Examination Fee, Rechecking / showing Answer Books, Re-Evaluation of Papers, Supplementary Examination Fee etc.
2. The entry of debit slips shall be made in the respective account of the students and amount shall be included in the semester fee payable in next July / January fee as the case may be.
Provided the X semester students shall be required to make payments for all dues in cash before they are allowed to appear in the end term examination.

(Decision of the Executive Council at its meeting on 27.09.2010 Para 26)

(5) Relaxation in Examination Fee for Physically Handicapped Person

50% fee to be charged in all future Competitive Examination for appointment in Public Services for Physically Handicapped person of Group A, B, C and D for direct recruitment.

[Approved by the Executive Council meeting dated 04.10.2012 Para 2(viii) adopted notification No. 7/8/2011-7SS/1015 dated 06.09.2012 issued by the Department of Social Security for Women and Children Development, Punjab Government.]

(6) Fee prescribed for Ph.D. Programme (See Regulation for Ph.D.)

See Ph.D. Regulations, 2017 (Fee Structure)

Note: 50% Fee Concession of Ph.D. Fee for the Internal Faculty Members registered at RGNUL, Punjab ***(approved by the EC dated 20.11.2020 para 9)***

(7) Fee prescribed for LL.D. (See Regulation for LL.D.)

See Post Doctoral Research Regulations (Fee Structure)





Part-VIII – Section-B

RGNUL Alumni



PART-VIII – SECTION B

RULES/GUIDELINES FOR USE OF RGNUL ALUMNI FUND

1. The University shall create a Fund with contribution from former RGNUL Students/Donations/Contribution from other resources to be called Alumni Fund.
2. The University shall maintain a complete record of the Alumni Fund.
3. An amount of Rs. 5000/- deducted from the security deposit of each student passing out B.A.LL.B. (Hons.) Five Year Integrated Course/LL.M. (Two Year Post-Graduate Course)/any other course that may be started by the University, shall be transferred to separate saving bank account to be called RGNUL Alumni Fund Account.
4. The Vice-Chancellor shall form a Committee consisting of faculty members, who will chalk out a programme for holding meetings/get together/or other activities of former RGNUL students.
5. The programmes/activities relating to former RGNUL students shall be planned and conducted from time to time with the approval of the Vice-Chancellor.
6. The former students who have passed out from RGNUL may also propose for holding a function/get together at RGNUL Campus or other place to be approved by the Vice-Chancellor.

***[Approved by the Executive Council meeting dated 04.10.2012
(Para 2(ii) (i))]***



PART-IX

Regulations for Institution of Scholarships



PART - IX

**REGULATIONS REGARDING INSTITUTION OF SCHOLARSHIPS UNDER
DIFFERENT HEADS AND MEDALS**

(I) Endowments for Institution of Scholarships

- (1) Scholarships/Fellowships/Freeships for the deserving and meritorious under-graduate and/or post-graduate students can be instituted by institutions or individuals on an endowment sum of Rs. 1,00,000/- (Rupees One Lakh) or more.
- (2) For the accrual of the maximum possible interest, the endowment amount shall be invested in fixed deposits with the nationalized banks. The same shall be a part of the Corpus. The corpus money shall not be spent;
- (3) The University shall pool together the interest earned from the endowments for Scholarships in a year and shall award such number of Scholarships/Fellowships/Freeships to the deserving students as the University Scholarship Committee may decide in any particular year. The main criterion for all such awards of Scholarships/ Fellowships/Freeships shall be merit cum means. The decision of the University Committee as approved by the Vice-Chancellor shall be final;
- (4) The Scholarships/Fellowships/Freeships shall be recommended by the University Scholarship Committee constituted by the Executive Council for an academic year immediately after the completion of the admission process;
- (5) (a) A donor who wishes to name the Scholarships after an institution or an individual can do so with the approval of the University by donating a sum of not less than Rs. 5,00,000/- (Rupees Five Lakhs). Ordinarily, these Scholarships shall be awarded as per University policy based on merit cum means requirement. However, any

specific conditions of the donor for the award of the scholarship may also be considered by the University;

- (b) Once a Scholarship under this scheme is awarded, it shall continue for the full period of the programme which the candidate is pursuing provided a report of satisfactory progress is verified by the University Scholarship Committee. In case of an unsatisfactory progress, as determined by the University Scholarship Committee, the Scholarship will be terminated on the recommendation of the University Scholarship Committee and with the approval of the Vice-Chancellor.
- (c) An appeal shall lie with the Vice-Chancellor on the decision or the University Scholarship Committee.
- (d) The donors shall be informed names of the students who are awarded the Scholarships, as soon as they are announced by the University.

(II) Endowments for Gold Medals Instituted by the Institutions/ Individuals

KNOWLEDGE EMPOWERS

- (1) A Gold Medal can be instituted by Institutions or individuals upon the donation of a sum of not less than Rs. Three Lakh ***(Amendment approved by the Academic Council/Executive Council at their respective meetings held on 07.02.2019 Para 2(2))***;
- (2) The endowment amount shall be invested in the fixed deposits which earn the maximum possible interest. The corpus money shall not be spent;
- (3) The interest so derived shall be utilized for the award of a Gold Medal and the unspent balance shall be added to the corpus of the endowment;
- (4) The donor can, with the concurrence of the University, institute the gold medal in the name of an institution or individual.

- (5) The Medal to be awarded shall have inscribed on it, the name of the medal and the name of the recipient;
- (6) The selection of candidates for the award of the Medals shall be done by a University Committee in accordance with prescribed rules. The decision of the University shall be final and no representation shall be entertained in this regard;
- (7) The donor shall be informed the name of the student selected for the award by the University.

The University shall award medals to the students of every batch passing out from the University on the same pattern as per available endowment medals in addition to University medal(s).

(III) Student's Welfare Fund

1. RGNUL shall create/maintain a separate account of a fund known as RGNUL Student's Welfare Fund.
2. The interest accrued on FDRs of Security of students deposited at the time of admission are to be transferred to the RGNUL Student's Welfare Fund/Account.
3. Fine collected from students in respect of the following shall be deposited in this account:
 - (i) Student Indiscipline
 - (ii) Confiscation of Mobile Phone
 - (iii) Uniform
 - (iv) Shortage of Lectures
 - (v) Depositing Late Fee
 - (vi) Fine for late return of books in the Library
 - (vii) Loss of ID Card of Library/University
 - (viii) Re-Issue of Admit Card etc.
 - (ix) Any other fine
4. Institutions and individuals can make contributions at periodical intervals of a sum of not less than Rs. 10,000/- (Rupees Ten Thousand) exclusively to the RGNUL Student's Welfare Fund.

5. Donations from the old students/eminant lawyers/eminant personality other donors towards this fund could also be accepted.
6. Grants, if any, received from the University Grants Commission/Government/Other Organizations in this regard may also become part of this Fund.
7. The amount so collected in the RGNUL Student's Welfare Fund shall be primarily used for the welfare of the students that may include the following:
 - (i) in case of any eventuality due to accident etc., the indoor expenditure incurred on the treatment of the student(s) may be met from the Student Welfare Fund/Account
 - (ii) Payment of TA/DA as per RGNUL regulations to those students who participate in different Moot Courts/ Functions organised by the different Institutions/Schools of Law/other Universities in the country as well as abroad.
 - (iii) Some amount, as is considered necessary, to be contributed towards holding of functions of students.
 - (iv) Payment of scholarship to meritorious and needy students.
 - (v) Any other purpose approved by the Vice-Chancellor.
8. The expenditure from the RGNUL Student's Welfare Fund shall be made after approval/sanction of the Vice-Chancellor.

[Amendment approved by the Executive Council meeting dated 04.10.2012 Para 2(v) (i)]

(IV) Merit Scholarship

RGNUL offers scholarships of Rs. 5,000/- (Rupees Five Thousand) per annum to the students admitted in the B.A.,LL.B. (Hons.) Five Years Integrated Course in order of merit of the First and Second Semester

Examination taken together to the first two students. These scholarship will continue till these students complete their studies provided they continue to retain their position among the first three in successive University examinations during the course of their studies. Their scholarship shall continue on the condition of their remaining in first three positions. In case a scholarship is discontinued on the ground of failure on the part of Scholarship holder to remain within first three position, the students who come in the first-two position in his/her place shall be considered. Merit scholarship to the first year students shall be awarded on the basis of merit of admission list. The University Budget shall make a provision of Rs. 75,000/- (Rupees Seventy Five Thousand) for the merit scholarship.

Cash Prizes: Top 3 students of Annual Session Examinations of each year of the course are to be given a Cash Incentive of Rs. 1000/- each (one time) so as to bring a spirit of competition among the students.

(Approved by the Executive Council at its meetings held on 14.03.2009 vide para (17) Appendix 17).

- (V) **ANAND LEGACY SCHOLARSHIP:** Student of B.A.LL.B. (Hons.) 9th Semester who has secured overall highest aggregate marks/highest CGPA in 1st to 7th Semester subject to the condition that such student has passed all his/her semester exams in first attempt.

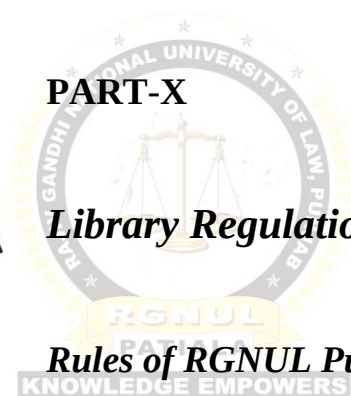
(Approved by the Executive Council/Academic Council in their meetings held on 20.11.2020 and 22.09.2020 Para 2 (8))



PART-X

Library Regulations

Rules of RGNUL Publication Bureau



PART-X

LIBRARY REGULATIONS

In the Regulation the word 'Book' means any book, pamphlet, periodical, manuscript, map, microfilm, microform or electronic material in the custody of the library.

(1) WORKING HOURS

- 1.1 During the Semester Period - Monday to Saturday: 8:00 AM to 8:00 PM

However, reading hall remain open from Morning 8:00 am to 12:00 am (mid night)⁵⁷

- 1.2 During the Vacation Period - Monday to Saturday: 10:00 AM to 4:00 PM

- 1.3 Reference Section, Periodical Section and Text Book Section will remain open to readers during the working hours of the Library.⁵⁸

- 1.4 The Circulation Counter will remain open from 9:00 AM to 5:00 PM

(2) ADMISSION TO THE LIBRARY

- 2.1 Faculty Members and Non-Teaching Staff.

- 2.2 Member of the bodies⁵⁹, Other Officials/Officers working on the Campus, that is, on Deputation, Health Center, Audit Officers, Banks, etc. (excluding Daily Wagers, employees in Canteen /Security, etc.). Such officials will be admitted to the membership on the recommendation of the Registrar.

- 2.3 All enrolled students and research scholars of the University.

- 2.4 The persons, not included under sections 2.1 to 2.3, may be admitted as special members on the deposit of the Library Security of Rs. 500/- (Rupees Five Hundred Only) refundable on cessation of membership and the Annual Library Membership fee of Rs. 100/-

⁵⁷ Inserted (new provision) by the decision of Executive Council at its meeting held on 20.06.2020 Para 6.

⁵⁸ 1.3 Omitted. Renumbering/amendment approved by the EC meeting dt. 20.06.2020 Para 6.

⁵⁹ Inserted "Member of the Bodies", by the decision of Executive Council at its meeting held on 20.06.2020 Para 6.

(Rupees One Hundred Only) (non-refundable) from 1st April to 31 March every year. Such members are allowed only to consult the Library.

- 2.5 Visitors who are not members of the library may be allowed to use the library on the recommendation of the appropriate authority of the University. Rs 100/-⁶⁰ (Rupees Hundred Only) per day as a consultation fee will be charged from such visitor.

However, Library charges may be waived off by the Vice-Chancellor as per the needs and circumstances.⁶¹

(3) LOAN PRIVILEGES

The number of books that can be borrowed and the period of loan for various categories of members will be as follows:

Category	Proposed No. of Books	Period of loan
Vice-Chancellor / Registrar	40	Till their tenure as such ⁶²
Regular Faculty Members	25	Full Semester
Contractual Faculty Members	12	Full Semester
Guest Faculty Members	06	One Month
University Librarian	25	One Month
Administrative and Library Staff (upto Superintendent and Asstt. Librarian)	12	One Month
Other Employees	06	One Month
Class IV employees of the University	02	One Month
Students:		
(a) Ph.D. Students/Research Scholars	15	15 Days
(b) M.Phil.	12	
(c) LL.M.	12	
(d) B.A.,LL.B. (Hons.)	06	

(Approved by the Executive Council at its meeting dated 08.06.2019 Para 23 (v))

⁶⁰ Replaced "Rs. 10/-" to "Rs. 100/-" per day by the decision of Executive Council at its meeting held on 20.06.2020 Para 6.

⁶¹ Inserted (new provision) by the by the decision of Executive Council at its meeting held on 20.06.2020 Para 6.

⁶² The word "Six Months" substituted for "Till their tenure as such", by the decision of Executive Council at its meeting held on 20.06.2020 Para 6.

(4) CATEGORIES OF LOAN

- 4.1 Books marked as 'Reference' cannot be issued which may be consulted in the Library.
- 4.2 Books meant for short loan are shelved separately in a designated area.
- 4.3 All other books are available on ordinary loan. The period of ordinary loan is as mentioned in Section 3 above.
- 4.4 All Current Periodicals and their back volumes are Reference books.
- 4.5 The Librarian may regulate the use of books in such a manner as it may deem fit.⁶³ In case of great demand, books issued may be recalled at any time by the Librarian. All residuary powers regarding the use of reading material, provision of other services and the maintenance of discipline and decorum in the Library shall rest with the Librarian.

(5) OVERDUE CHARGES

Re 1/- (Rupee One Only) per day per volume will be charged if:

- 5.1 The book borrowed from ordinary Section is not returned by due date.
- 5.2 The book which is recalled by the Library is not returned within the stipulated period, and
- 5.3 The book issued for overnight use is not returned in time.

Note: Reserve copy issued for overnight use shall have to be returned within one and a half hour of the opening of the Library, next day.

(6) RESTRICTED CATEGORIES OF THE READING MATERIAL

- 6.1 Books marked as "Reference" and "Back Volumes" of Journals can only be consulted in the Library
- 6.2 Books marked as "Reserve Copy" may be issued for overnight
 - 6.2.1 **Issue of Books:** Daily after 4:00 PM upto half an hour before closing of the Library.
 - 6.2.2 **Return of Books:** Daily within one and a half hours of the opening of the Library.

⁶³ 4.5 & 4.6 merged/4.5 omitted/approved by the decision of Executive Council at its meeting held on 20.06.2020 Para 6.

6.2.3 All Current Periodicals are treated as the Reference Books.

Note: Reserved copy may be issued for overnight use during one week preceding the semester examination and during the examination days.

(7) LOSS / MUTILATION OF BOOKS

In case of damage or loss of the book, the member shall be required to replace the book or pay the cost of the book. The replacement copy shall be hard bound copy, except when the lost book of the library was a paper back edition. However, if the hard bound edition of the book is out of print, a paper back copy will be accepted with the payment of the difference of price of the hard bound and paper back editions.

Replacement cost of the book will mean the latest price as per bibliographical sources available in the library or market price or price as per Accession Register whichever is higher plus postal and incidental charges to be incurred in procuring the book. If such a book belongs to a set and is not available singly, the member shall have to replace or pay for the whole set.

However, if the book is out of print or where price is not known, the library would charge 5% over and above the price paid by the library on the yearly basis.

(8) Omitted.⁶⁴

(9) SECTION FOR RARE, OUT OF PRINT AND EXPENSIVE BOOKS

9.1 This section shall house the Xeroxed copies of the Books / Journals / other reading material which are rare / out of print.

9.2 A separate Accession Register shall be maintained for such a Xeroxed material.

9.3 The price of this material shall include:

- (a) Cost of Xeroxing
- (b) Cost of Binding

⁶⁴ "Loss of Library Card" read as "Duplicate/Re-issue of University Identity Card" in Section D - Other Miscellaneous Regulations Clause 6, amendment approved by the decision of Executive Council at its meeting held on 20.06.2020 Para 6.

Note: In case of loss of the above mentioned books / journals by any member / reader, he / she shall have to pay a price equal to the sum total of (a) and (b) plus 10 percent of (a) and (b) mentioned above.

(10) PHOTOSTAT

10.1 The per flash charges shall be Re. 1/- (Rupee One Only). It may be revised as and when required by the Library Committee.

(11) GENERAL RULES

11.1 Conversation and any other behavior likely to disturb or cause inconvenience to the other users must be avoided in the reading areas. Use of cell phone is strictly prohibited within the library premises.

11.2 Smoking, eating and drinking are strictly not permitted within the Library premises.

11.3 Books, equipment and furniture must not be damaged and defaced in any manner.

11.4 Loss of or damage to books must be reported immediately. The user is responsible for such loss or damage and will make good of loss.

11.5 Any member of library staff is empowered to enforce the regulations.

11.6 The Members / Readers are not allowed to bring personal books or other reading material to the library except in the area meant for such a purpose.

11.7 The Library Staff cannot be held responsible for loss or damage to any personal belongings of the members / readers.

11.8 The university Librarian is vested with powers to restrict or suspend the Library privileges of any member/user contravening any of the regulations of the library.

11.9 The Vice-Chancellor, on the recommendations of the Library Committee, may amend / add / delete any of the above mentioned regulation in anticipation of the approval of appropriate bodies of the university.

***(Approved by the Executive Council at its Meeting held on 17.11.2007
Para XVI)***

RULES OF RGNUL PUBLICATION BUREAU
(Approved by the Executive Council at its meeting
held on 20.06.2020 Para 5)

A. OBJECTIVES OF THE BUREAU

1. RGNUL publication bureau shall have the following objectives:
 - (i) Publication of textbooks, conference proceedings, reference and general books (including theses, if so recommended by Publication Bureau on the written request of the Research Scholar) recommended by the Bureau in such subjects as may be approved by the Vice-Chancellor from time to time.
 - (ii) Publication of bulletins, newsletters, journals and such other academic materials as may be decided by the Publication Bureau from time to time.
 - (iii) To work towards promotion and publicity of RGNUL publications in India and abroad.

B. CONSTITUTION AND PROCEDURE OF RGNUL PUBLIC BUREAU

2. Publication Bureau shall be housed in the Library and day to day affairs of the bureau shall be administered by the Librarian/Library-in-charge. However, all policy decisions shall be taken by Publication Bureau which shall consist of the following members:
 - Registrar (Chairman)
 - University Librarian (Member Secretary)
 - Senior library professional from University Library as may be nominated by University Librarian/Library in Charge
 - 3 faculty members (to be nominated by the Vice Chancellor for each academic year)
3. The Bureau shall meet at least twice in an academic year. However, it may hold meetings as per the needs and requirements from time to time.
4. The Bureau may arrange for preparation, production, and sale of its publications in such manner as may be decided by the University authorities, on the recommendation of the Publication Bureau.
5. Bureau shall consider the proposal for publication only if it is duly approved by the Vice-Chancellor.

6. Publication Bureau may require the author /editor to make any changes as may be required in the script keeping in view the latest developments in law and such other factors as they deem appropriate. However, before any changes are recommended by Publication Bureau, Author(s)/editor(s) shall be given a reasonable opportunity of being heard.
7. Author/editor shall certify that the work is original and is not plagiarized and that UGC regulations regarding prevention of plagiarism and similarity, as may be in force from time to time, are complied with

C. PROCEDURE FOR PUBLICATION OF BOOK/THESES/ CONFERENCE PROCEEDINGS EXCEPT RGNUL RESEARCH JOURNALS

1. RGNUL Research Journals shall be processed by Editors/Editorial Board of the respective journals and only the final manuscript, as finalized by the Editorial Board of the Journals, shall be sent to Bureau for initiating the process for printing of the same as per RGNUL Rules.
2. The proposal shall be submitted to the Publication Bureau after initial sanction from the Vice-Chancellor. However, Vice-Chancellor may refer the proposal for recommendation on the fitness of the work for publication in appropriate cases.
3. Proposal shall be accompanied with the final script of the entire work, *introduction, foreword or preface* name of author/editor and such other particulars as may be decided from time to time.
4. Proposal shall contain the details regarding purposed price /Number of pages any special requirement and such other particulars as may be decided from time to time.
5. Proposal shall be examined by Publication Bureau within 60 days from the date of receipt of duly approved proposal.
6. ISSN/ ISBN shall be allotted after Publication Bureau recommends that the work is fit for Publication.
7. The Vice-Chancellor may also invite or recommend the publication of a manuscript submitted by an eminent scholar/writer belonging to any field of study in the interest of the students and higher education.

8. The responsibility of Publication Bureau is only to produce the books/monographs etc. duly approved by the Hon'ble Vice-Chancellor after following the due procedure cited above.

D. PUBLICATION OF COPIES

After processing of request, the soft copy of the material shall be sent to the press, as per the rule of the University. Minimum of 100 copies books shall be published, however Publication Bureau may decide the number of copies to be published as per the needs and requirements.

E. DISPOSAL/DISTRIBUTION OF COPIES OF PUBLISHED WORK

Copies so published shall be used in the following manner:

- (i) 01 copy to be supplied to contributors and in case of joint authorship, 01 copy shall be supplied free of cost to each author/ co- author.
- (ii) 05 copies shall be given to each editor, free of cost.
- (iii) 01 copy shall be send to IQAC, free of cost
- (iv) 02 Copies in Vice – Chancellor office, free of cost
- (v) 02 Copies in Registrar office, free of cost
- (vi) 05 Copies for library
- (vii) Remaining copies shall be available for sale in accordance with RGNUL Rules

F. COPYRIGHT OF PUBLICATIONS

Copy right of the papers and book/Journal/any other publications shall be with RGNUL. The authors shall sign an undertaking/declaration that this work is original and it has not been published anywhere in the prescribed format. The author /authors shall transfer copyright in the work published to the university in the prescribed format.

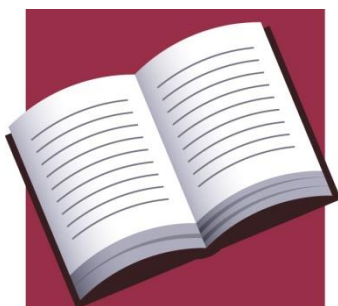
Undertaking regarding Originality of the Work and Transfer of Copyright

I/ We _____ hereby certify that the research paper/article entitled _____ has been authored/co-authored/edited by me.

I/We undertake:

1. That the paper/article/work is my/our original work and has not been published anywhere.
2. That the paper/article/work is free from plagiarism and is in compliance with UGC norms and other norms, as may be in force from time to time.
3. That the paper/article/work has not been submitted anywhere else for potential publication.
4. That the copyright of the paper/article/work shall vest in The Rajiv Gandhi National University of Law, Punjab. That RGNUL shall have the rights to reproduction and distribution of the research paper in any form, including Hard copy / Electronic Media or in any other form.
5. That I hereby grant licence to Rajiv Gandhi National University of Law, Punjab for publication, production, reproduction, reprints or for use of the paper/article/work for other academic purposes.
6. That same/substantially similar research paper/work shall not be published in any form within two years from the date of publication of this work except with the permission of RGNUL.
7. That Editors/Publishers shall have the right to edit my/our paper/article/work to correct spelling and other mistakes. Editors/Publishers shall also have the right to add/amend/delete any part of the paper/article/work in order to enhance the quality of the paper/article/work for academic purposes.
8. That I/We shall not claim any royalty against the sale of the book/work etc.

Name and Signature



PART-XI

RGNUL Journal



PART – XI
RGNUL JOURNAL

Introductory

Whereas the Rajiv Gandhi National University of Law, Punjab, Act, 2006 provides under Section 4(7) as under:

Section 4 - Objects of the University

(7) To Publish periodicals, treaties, study books, (from the Act) reports, journals and other literature on all subjects relating to law.

And Whereas RGNUL has received approval to publish Law Journal under the title 'RGNUL Law Review' (RLR) from Registrar of Newspapers for India, New Delhi on 10.09.2009.

And Whereas RGNUL may start other journals in other specialized areas like Criminal Law, Constitution Law, Social Sciences along with Students' Journals to promote research and creative writing.

Therefore there is a need to adopt regulations to undertake the publishing and printing work of the Journal and matters related and incidental thereto.

CHAPTER I

PRELIMINARY

Meaning of Words and Expressions used in these Regulations shall be as under:

- (a) 'Patron'** means Vice-Chancellor, Rajiv Gandhi National University of Law.
- (b) 'Chief Patron'** means Chancellor, Rajiv Gandhi National University of Law.

- (c) **'Journal'** means 'RGNUL LAW REVIEW' (RLR) and any other RGNUL Journal to be published by RGNUL and approved by the Registrar of Newspapers of India, New Delhi.
- (d) **'Executive Editor'** - The Registrar RGNUL shall be the Executive Editor of the RGNUL Journal.
- (e) **'Editor'** - A faculty member so appointed by the Patron shall be the Editor of the RGNUL Journal.
- (f) **'Refereed Journal'** means a Journal published on the basis of the reports, of the referees as per ISSN Guidelines.
- (g) **'Research Journal'** means a Journal which is published after ensuring the quality of papers by the Editorial Board.
- (h) **'Editorial Board'** means a panel of RGNUL faculty members appointed to scrutinize the quality and relevance of the papers to be published in the RGNUL Journal.
- (i) **'Advisory Panel'** - Advisory means a panel constituted to advise on RGNUL Journal.
- (j) **'Contributor'** - A contributor means the author of the paper which is published in RGNUL Journal.

CHAPTER II

INVITATION AND SELECTION OF PAPERS

2. Invitation of Papers

- (iv) RGNUL may publish a journal by inviting contributions from eminent scholars in the related field.
- (v) Invitation may be issued either personally or through a call on RGNUL website.

3. Scrutiny of Papers: The papers received shall be scrutinized by the Editor in consultation with Executive Editor and Patron. Editor may

seek advise, if required, of an expert for scrutiny of a paper dealing with specialized area.

4. **Publication of Journal:** The publication of the Journal may be undertaken as a 'Refereed Journal' or as a 'Research Journal'.
5. **Selection of Papers in Refereed Journal**
- (vi) A panel of referees shall be prepared by the Committee of Patron, Executive Editor and the Editor, keeping in view the subject of paper to be published in the Journal.
- (vii) The selection of papers for the refereed journal shall be made on the basis of the report of the Referees as per Annexure 'A'.
6. **Selection of Papers for Research Journal:** The selection of papers for Research Journal shall be made by an Editorial Board constituted by the Vice-Chancellor.

CHAPTER III

PRINTING, PRICE AND SUBSCRIPTION RATES

6. **Printing of Journal**
- (iii) The selected papers shall be compiled in the form of a volume at RGNUL for printing from outside printer.
- (iv) Selection of the Printer shall be made by inviting sealed quotations giving description of the volume, quality of paper required and design of the title etc.
7. **Price of Journal:** Price and subscription rates of the RGNUL Journal shall be as under:
- | | | |
|----|----------------|-----------|
| a. | Individual | Rs. 300/- |
| b. | Institution | Rs. 400/- |
| c. | Alumni | Rs. 200/- |
| d. | Overseas US/UK | \$20/£10 |
| e. | One Year | Rs. 500/- |

f.	Two Years	Rs. 900/-
g.	Three Years	Rs. 1300/-
h.	Five Years	Rs. 2000/-
i.	Life Membership	Rs. 10,000/-
j.	Corporate Membership	Rs. 50,000/-

CHAPTER IV

ADVISORY PANEL

8. Advisory Panel shall be constituted by the patron by inviting the consent from the Judges of Hon'ble Supreme Court and the High Courts, Jurists, Senior Lawyers and Eminent Academicians actively engaged in promotion of research and publication.
9. **Function of the Advisory Panel:** Advisory panel may advise and make suggestions to improve the quality of the RGNUL Journal.

CHAPTER V

MISCELLANEOUS

10. **Honorarium to the Contributors:** The contributor shall be paid honorarium, on publication of the paper in the RGNUL Journal, at the rate prescribed by the Executive Council.
11. The contributor shall be responsible for the contents of the paper and RGNUL shall accept the paper subject to submission of an undertaking that paper is the original work of the author and has not been published or submitted for publication else where.

(Approved by the Executive Council dated 30.10.2009 Para 38)

ANNEXURE 'A'

REFEREE'S REPORT : SUMMARY SHEET

Please [✓] mark the appropriate box of the following:

	Yes	No
(i) Research Theme explored is significant and relevant	☐	☐
(ii) The paper contributes to the existing knowledge	☐	☐
(iii) The paper displays clarity of thought	☐	☐
(iv) Research Design is appropriate	☐	☐
(v) DATA (if any) is relevant and fairly analysed	☐	☐
(vi) Analytical and critical analysis is appropriate	☐	☐
(vii) The quality of communication and expression are above average	☐	☐
(viii) The research paper is an original work	☐	☐
(ix) The conclusions are appropriately drawn.	☐	☐

Recommendation

1. ☐ Accept as such
2. ☐ Accept with revisions (Please specify the required revisions)
3. ☐ Not to be accepted (Please specify the reasons in brief)



**(Signature)
With Name**



PART-XII

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PART – XII

MISCELLANEOUS

SECTION A - ACADEMICS/REMUNERATION/HONORARIUM

1. Second Saturday of the month as Holiday

Second Saturday of the month as holiday to the teaching and non-teaching staff.

(Approved by the Executive Council meeting dated 11.03.2014 Para 22)

2. Inclusion a column of Third Gender (TG) category under Gender Category in all Applications, Forms, Academic Testimonials and all other relevant documents processed and issued by the University.

(Approved by the Executive Council meeting dated 07.03.2015 Para 6)

3. University Grants Commission – UGC (Credit Framework for Online Learning Courses Through SWAYAM) Regulation, 2016

[Approved by the Academic Council / Executive Council at their respective meetings held on 09.02.2017 Para 2 (2)]

RGNUL (Credit Framework for Online Learning Courses Through SWAYAM) Regulation, 2017

(1) Preliminary

- (i) In these Regulations SWAYAM means Study Web Active Learning by Young and Aspiring Minds and it is an Indian Vision of MOOCs (Massive Online Open Courses).

- (ii) The objective of these courses is to widen the access to higher education at low cost by using technological advances.
- (iii) There should be seamless coordination between online learning and regular class room learning.
- (iv) National MOOCs Coordinator (NMC) is a National level agency designated as such by the Government, for the purpose of coordinating the production of the online courses and for overseeing their quality in a designated sector of learning.
- (v) Principal Investigator (PI): The PI is a Subject Matter Expert (SME) belonging to a reputed educational institution, identified and entrusted with the task of developing and delivering MOOCs in a given area by the NMC.

(2) Quadrants of SWAYAM

The SWAYAM provides for four quadrant approach to e-learning as under:

- (i) Quadrant-I is e-Tutorial: that shall contain: Video and Audio Content in an organized form, Animation, Simulations, Virtual Labs.
- (ii) Quadrant-II is e-Content: that shall contain: PDF/e-Books/illustration, video demonstrations, documents and Interactive simulations wherever required.
- (iii) Quadrant-III is Web Resources: that shall contain: Related Links, Open Content on Internet, Case Studies, Anecdotal information, Historical development of the subject, Articles.
- (iv) Quadrant-IV is Self-Assessment: that shall contain: MCQ, Problems, Quizzes, Assignments and solutions, Discussion forum topics and setting up the FAQ, Clarifications on general misconceptions.

(3) RGNUL MOOCs Coordinator

- (i) The Vice-Chancellor shall nominate a faculty member as MOOCs Coordinator.

- (ii) The RGNUL Co-ordinator shall coordinate with the designated National Level Agency for registration of RGNUL Students for different online courses available on SWAYAM Platform.
- (4)
 - (i) The RGNUL Curriculum Development Committee shall identify online learning courses being offered through SWAYAM Platform keeping in view the requirement of RGNUL students.
 - (ii) Recommendation of the Curriculum Development Committee for the online courses available at SWAYAM Platform shall be considered and approved by the Academic Council. In this regard, the Academic Council can take into consideration:
 - (a) Non-availability of suitable teaching staff for running a course at RGNUL or
 - (b) The facilities for offering the elective papers (courses), sought for by the students are not on offer at RGNUL, but are available on the SWAYAM platform.
 - (c) The courses offered on SWAYAM would supplement the teaching-learning process at RGNUL.
- (5) RGNUL shall allow only upto 20% courses through SWAYAM of the total courses being offered in a semester at RGNUL, for credit transfer.
- (6) The students of RGNUL studying a particular paper (course) in a class will be required to register for MOOCs for that course paper. The RGNUL is to ensure necessary physical facilities like labs, computers, library, etc. essential for pursuing the course, free and in adequate measure.
- (7) **RGNUL Course Coordinator:** The Vice-Chancellor shall nominate faculty member(s) as a course Coordinator for each SWAYAM online course, to guide the students throughout the course and to facilitate/conduct the practical and examination sessions.

- (8) **Evaluation and Certificate of MOOCs Courses:** The Evaluation of the students registered with the MOOCs Courses shall be by Host Institution and Principal Investigator (PI) as per parameters laid down in the UGC (Credit Framework for Online Learning Courses through SWAYAM) Regulation, 2016.
- (9) The RGNUL shall incorporate the marks/grade obtained by the student as Communicated by the Host Institution through the Principal Investigator (PI), in the marks sheet of the student that would count for final award of the degree/diplomas by RGNUL.
- Provided that programs in which practical component is involved the RGNUL will evaluate the students for that practical and will accordingly incorporate these marks/grades in the overall marks/grade.
- (10) The certificates of the students on successful completion of MOOCs Course, signed by the Principal Investigator (PI) and issued through Host Institution will be received at RGNUL.
- (11) **Credit Mobility:** The RGNUL will give equivalent credit weightage to the students for credits earned for online MOOCs courses through SWAYAM in the credit plan of the program at RGNUL.
- (12) In case of difficulty in implementation of these regulations, the provisions in UGC (Credit Framework for Online Learning Courses through SWAYAM) Regulations, 2016 shall prevail.

4. Regulation for Inviting Guest Faculty

The Vice-Chancellor is authorised to invite Professors, Readers, Lecturers, Advocates and Judicial Officers and other Professionals/Scholars in the field of Law and other allied subjects on regular basis as Visiting/Guest Faculty to deliver lectures to the students of RGNUL to be paid at the approved rates on per lecture basis.

(Approved by the Executive Council at its Meeting held on 09.07.08 Para 4)

(i) Regulation for Remuneration Payable to Guest Faculty

	CATEGORY A	
1.	Vice-Chancellor/ Registrar of other Universities	Rs. 1000/- per lecture subject to a maximum of two lectures per day. Payment of actual expenses for traveling by Car/Shatabdi
2.	High Court Judges (Working/ Retired)	
3.	Senior Advocates of Supreme Court/ High Court	
4.	Professors	
5.	High Officials of Law Ministry or related Departments	
6.	Senior Corporate Executive	
	CATEGORY B	
1.	Readers	Rs. 500/- per lecture, subject to a maximum of two lectures per day. Payments of actual fare by Bus/Rail, as the case may be
2.	Lecturers	
3.	Editor Newspaper/other Media	
4.	Advocates	

Note:

- (1) Retired Teachers/Officials may also be invited as Guest Faculty.
- (2) Maximum Remuneration payable to a Guest Teacher shall not exceed Rs. 25000/- in one month.

(Approved by the Executive Council at its meeting held on 26.03.2010 Para 8)

(ii) Regulation for Honorarium/Remuneration paid to the Faculty/Resource Person/Members etc. (Amendment approved by the Executive Council/Finance Committee meetings dated 29.12.2021 Para 22 (7)).

Sr. No.	Honorarium/ Remuneration paid to	Amount
1.	Distinguished Visiting Faculty	Rs. 5000/- per lecture of one-hour
	For One Day	Rs. 10,000/- + TA/DA
	For One Week (5 working days)	Rs. 30,000/- + TA/DA alongwith Free Boarding & Lodging

	For Two Weeks (10 working days)	Rs. 60,000/- + TA/DA alongwith Free Boarding & Lodging
	For One Month (atleast 20 working days)	Rs. 1,00,000/- + TA/DA alongwith Free Boarding & Lodging
2.	Guest Faculty	Rs. 1500/- per lecture subject to maximum of Rs.50,000/- in one month
3.	Faculty for delivering Special Lectures to Detained Students	Rs. 500 per lecture or maximum of Rs. 5000 whichever is less
4.	Experts/Professionals for obtaining opinion on contents of Course Curriculum 1. B.A.LL.B. (Hons.) and LL.M. Courses 2. Other Master/Diploma Courses from outside. 3. Research Methodologies/Expert Comment/ Suggestions to determine Research ability/Potentiality for Ph.D. and Post- Graduate (LL.D.) from outside	Rs. 1500/- per subject including Report/Synopsis/ Content Evaluation/Content Moderation/Expert Comments
5.	Centre Superintendent, Deputy Superintendent/ Invigilators, Assistant Superintendent and Other Supporting Staff for Performing Examination Duty in End Term Examination/ Ph.D. Entrance Test. 1. Centre Superintendent 2. Deputy Superintendent/Invigilator 3. Assistant Superintendent 4. Other Supporting Staff	Rs. 600/- per day Rs. 400/- per day Rs. 300/- per day Rs. 200/- per day
6.	Online/Offline Meeting Sitting Fee for Internal/External Members: 1. Members of respective Statutory Bodies and all other meetings 2. Expert Member/Nominee of Selection/ Search Committee(s), Screening cum Evaluation Committee, Scrutiny Committee, etc.	Rs. 5000/- per meeting to External Member Subject to maximum of Rs. 10000 (one day) Rs. 3000/- per meeting to Internal Member Subject to maximum of Rs. 6000/- (one day)
7.	Online/Offline Meeting (Internal/External) 1. Honorarium for sitting of Member(s) of Doctoral Committee. 2. Honorarium for sitting of Member(s) of Research Advisory Committee (RAC)* 3. Honorarium for Evaluation of Ph.D. Thesis to each	Rs. 3000/- Rs. 3000/- Rs. 3500/-

	Examiner. 4. Honorarium for External Examiner conducting Ph.D. viva-voce Note: *The Supervisor/Co-Supervisor shall be paid travelling allowance only.	Rs. 5000/-
8.	External/Internal Members of Internal Quality Assurance Cell (IQAC) of RGNUL, Punjab except RGNUL students and alumni.	Rs. 3000/- per meeting (online/offline)
9.	Paper Setters: 1. Question Papers of End Term Examinations (UG/PG) 2. Ph.D. Entrance Test	Rs. 1000/- per set Rs. 5000/- per paper
10.	External / Internal Evaluation of: 1. Answers Sheets of B.A.LL.B. (Hons.) and LL.M. 2. Answer Booklets of the Ph.D. Entrance Test: 3. B.A.LL.B./LL.M. term papers @ Rs. 500/- per copy 4. Dissertation	1. Rs. 15/- per answer sheet subject to minimum of Rs. 200/- 2. (i) Upto 20 copies - minimum of Rs. 3000/- (ii) Above 20 per copy @ Rs. 150 3. B.A.LL.B./LL.M. term papers @ Rs. 500/- per copy 4. Dissertation - Rs. 1000/- per copy
11.	Evaluate the Research Papers by Referees for publication in RGNUL Law Review	Rs. 500/- per paper
11A.	Honorarium paid to Peer Reviewers for all the Journals of RGNUL, Punjab including RGNUL Law Review (RLR) ⁶⁵	Rs. 500/- per paper
12.	Re-evaluation of answers sheets of B.A.LL.B. (Hons.) and LL.M.	Rs. 30/- per answer sheet Subject to minimum of Rs. 300/-
13.	Checking Assistant for checking of Answer Sheets	Rs. 1.50/- per answer sheet Subject to minimum of Rs. 50/-
14.	Chief Guest and Resource Person of National/International	

⁶⁵Inserted by the decision of Finance Committee/Executive Council on 20.12.2022 Para 2 (10)

	Level Webinar, Seminar, Conference, Workshop, FDP, Capacity Building, Law Practicum, Orientation, Refresher, Lecture and other academic activities, etc. 1. Chief Guest 2. Resource Person – (i) Retired/Sitting Judges of Supreme Court/ High Court (ii) Professor/Vice-Chancellor/Director (iii) Retired/Sitting District/ Session Judges/ADJ of District Court (iv) Senior Advocates, Advocates on record, Advocates-10 years and above practice, etc. 3. Other Resource Person - Other Judicial Officers, Subordinate Judges, Sr. Govt. Officials, Advocates less than 10 years practice, NGOs/Social Worker, Associate/Assistant Professor, etc.	Rs. 5000/- (Chief Guest and Resource Person) (not more than two sessions in a day) Rs. 3000/- (other Resource person) (Subject to maximum of Rs. 6000 in a day/event)
15.	Draft of the Moot Problem and the Evaluator of the Memorials will be paid remuneration 1. Drafter of the Moot Problem 2. Evaluation of the Memorials	Rs. 10,000/- (drafter) Rs. 300/- per memorial (Evaluation)
16.	Invitees/Judges for judging the Moot Court/Debate/Client Counseling/Arbitration Mediation/Conciliation Competitions (External/ Internal): 1. Preliminary 2. Octa Final 3. Quarter Final Rounds 4. Semifinal Rounds 5. Final Rounds	1 to 3 - Rs. 1500/- per day 4. Semifinal Rounds- Rs. 2500/- 5. Final Rounds- Rs. 3500/-
17.	Professor/Associate Professor and Assistant Professor for taking classes of Judicial Services Competitive Examinations under RICE at RGNUL	Rs. 2000/- per lecture
18.	(ii) Rate for Local Travelling expenses by Car/Taxi payable to Visiting Guest Faculty and Experts are called for Teaching Work and for different meetings at RGNUL Sidhuwal Campus	Rs. 500/- per visit
19.	Expert Comments/Vetting of Draft on Administrative/ Academic Matters	Rs. 3500/-

20.	Honorarium paid to the Members of Internal Complaint Committee (ICC)⁶⁶ (As per Sec. 3 of 'The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rule 2013)	Rs. 200/- per sitting fees
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(iii) Regulation for Remuneration Payable to Distinguished Visiting Faculty / Guest Faculty

(a) Adopt the **UGC Letter No. D.O. No.F.9-1/2010(PS/Misc.)Pt.Vol.II dated 03.06.2019**, for Engaging Senior Academicians/Officers as Distinguished Visiting Faculty in Higher Education Institution (HEIs) at RGNUL, Punjab **(Approved by the Executive Council at its meeting held on 25.07.2019 Para 3)**

- (i) The Senior Academicians, Senior Government Officers, Senior Industry Personnel and Eminent Personalities designated as "Distinguished Visiting Faculty".
- (ii) The Senior Academicians, Senior Government Officers, Senior Industry Personnel and Eminent Personalities who have made significant contribution to the knowledge in the concerned/allied/relevant/applied disciplines are invited as Distinguished Visiting Faculty.
- (iii) The Distinguished Visiting Faculty shall be from outside the concerned University/Institution.
- (iv) The proposal to invite the Distinguished Visiting Faculty may be initiated by the concerned School/Department/Centre. The invitation shall be extended with the approval of the Vice-Chancellor/Head of the Institution.
- (v) An Honorarium of Rs. 5000/- per lecture of one-hour duration shall be paid to the Distinguished Visiting Faculty.
- (vi) The Distinguished Visiting Faculty can be invited for a single/series of lectures.

⁶⁶ Inserted by the decision of Finance Committee/Executive Council on 20.12.2022 Para 2 (11)

(via)⁶⁷

1.	Distinguished Faculty	Visiting	Rs. 5000/- per lecture of one hour
2.	For One Day		Rs. 10,000/- + TA/DA as per rules
3.	For One Week (5 working Days)		Rs. 30,000/- + TA/DA as per rules alongwith Free boarding & lodging
4.	For Two Weeks (10 working days)		Rs. 60,000/- + TA/DA as per rules alongwith Free boarding & lodging
5.	For One Month (at least 20 working days)		Rs. 1,00,000/- + TA/DA as per rules Alongwith Free boarding & lodging

(vii) The General Development Fund/Block Grants/other sources of the Universities/HEIs shall be used for paying the honorarium.

(viii) The travel and other expenses shall paid in addition to the honorarium.

(iv) Adopt the notification No. F.25-1/2018 (PS/MISC.) dated 28.01.2019 issued by the UGC regarding the Honorarium paid to Guest Faculty for Rs. 1500/- per lecture subject to maximum of Rs. 50,000/- in one month (Amendment approved by the Executive Council at its meeting held on 25.07.2019 Para 9)

- (i) The Honorarium shall be paid to Guest Faculty for Rs.1500/- per lecture subject to a maximum of Rs.50,000/- per month.
- (ii) The Guest Faculty shall be appointed only against sanctioned post. However, for the universities where the sanctioned posts are not adequate as per the teaching working load, the number of Guest Faculty to be appointed can be up to 20% over and above the sanctioned posts.
- (iii) The qualification for Guest Faculty shall be the same as those prescribed for the regular Assistant Professors of Universities/ Colleges in UGC Regulations.
- (iv) The Selection procedure for appointing Guest Faculty shall be the same as those of regularly appointed Assistant Professors. However, the composition of the Selection Committee shall be as follows:

67 Inserted by the decision of the Finance Committee/Executive Council meetings dated 20.09.2021 Para (3) and meetings dated 29.12.2021 Para 22 (7).

- (a) The Vice-Chancellor or his/her nominee shall be the Chairperson of the Selection Committee
- (b) One expert in the concerned subject nominated by the Vice-chancellor.
- (c) Dean of the concerned Faculty; wherever applicable
- (d) Head/Chairperson of the Department/School
- (e) An academician representing SC/ST/OBC/Minority Women/ Differently- abled categories to be nominated by the Vice-Chancellor or Acting Vice- Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the Selection Committee does not belong to that category.
At least four members, including one outside subject expert shall constitute the quorum.
- (v) Guest Faculty will not be treated like regular teachers for the purpose of voting rights or for becoming the members of the various statutory bodies of the University.
- (vi) The superannuated teachers shall also be considered for engagement as Guest Faculty subject to a maximum age limit of 70 years.
The Guest Faculty will not be given the benefit of allowances, pension, gratuity and leave etc. as admissible to the regular teachers.

5. Regulation for Establishment of Examination Centre by other Institutions at RGNUL Campus

1. RGNUL may allow examination Centre for different competitive examinations of other Universities and bodies only with prior permission of the Vice-Chancellor.
2. The following rules shall be followed at the time of allowing an Examination Centre.
3. Rs. 50/- per student shall be charged for the Entrance Test, subject to a minimum of Rs. 5000/- upto 100 students.
4. Local Controller of Examination shall be paid – Rs. 1000/-.
5. Remuneration to Supervisory Staff and Supporting Staff shall be paid as per RGNUL Entrance Test Rates as per Appendix-1 (attached).
6. Electricity charges shall be charged (including charges for Standby Generator).

7. No AC shall be allowed.

(Approved by the Executive Council at its meeting held on 17.11.2007 Para VI(3))

6. TA/DA for RGNUL Employees on the basis of Punjab Government Notification No. 18/10/09-4FP2/440 dated 31.08.2009

1. (i) **Travelling Allowance (TA/DA):** For the purposes of T.A./D.A., categorization of Punjab Government Employees on the basis of Grade Pay shall be followed as under:

Category	Grade Pay
I	Rs. 10,000 and above
II	Rs. 7,600 to Rs. 9,999
III	Rs. 5,000 to Rs. 7,599
IV	Rs. 3,800 to Rs. 4,999
V	Below Rs. 3,800

- (ii) The revised classification of cities within or outside the State for the grant of T.A./D.A. shall be as under:

(a)	Cities with population of 50 lakhs and above	A1
(b)	Cities with population of 20 lakhs and above but less than 50 lakhs	A2
(c)	Cities with population of 10 lakhs and above but less than 20 lakhs	B1
(d)	Cities with population of 5 lakhs but less than 10 lakhs	B2

- (iii) **Daily Allowance:** The revised rates of daily allowance shall be as under:

Grade Pay Category	A1 Hotel/Non-Hotel rates	A2 Hotel/Non-Hotel Rates	B1 Hotel/Non-Hotel Rates	B2/Other Places Hotel/Non-Hotel Rates
I	800 400	640 320	480 240	320 160

II	700 300	560 240	420 180	240 120
III	450 250	360 200	270 150	180 100
IV	380 200	300 160	230 120	150 80
V	300 150	240 120	180 90	120 60

The other conditions for daily allowance should remain in force:

For example:

- a) No allowance should be permissible within a radius of 8 kms from the place of duty. Road mileage at fixed rates discussed subsequently should, however, continue to be paid for this journey except to employees who are in receipt of local travelling and conveyance allowance;
 - b) Journey beyond 8 kms and within 25 kms of the place of duty should be treated as local journeys. Daily Allowance should be admissible for a calendar day at half the normal rate irrespective of the period of absence if the employee returns to headquarters the same day. But when such a journey involves night stay, an employee should be entitled to normal travelling allowance;
 - c) A full Daily Allowance should be admissible for journeys beyond 25 kms from headquarters if the period of absence is six hours or more. If the period of absence is less than six hours, half Daily Allowance should be admissible; and
 - d) No incidental charges should be payable in addition to the Daily Allowance/Half Daily Allowance.
- (iv) **Travel Entitlement by Rail/ Air :** The entitlement to travel by Air & Rail shall be as under:

Grade Pay Category	Entitlement by Rail
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I	Ist Class A.C./Executive Class
II	Ist Class/A.C. Chair Car/A.C. Two tier sleeper
III	Ist Class/A.C. Chair Car/A.C. Three Tier
IV & V	Second Class Sleeper

Other conditions for travel by train will remain the same.

The entitlement to **travel by Air within India** shall be as under:

Grade Pay Category Entitlement by Air

I & II	Economy Class
III	Economy Class (On the condition that the distance is more than 500 kms.)

In case of **International travel**, officers of and above the level of Secretaries in the State Government and the equivalent status would be entitled to travel by Business/Club Class in cases where the one-way flying time is more than 8 hours, & economy class for all other international flights. All other officers of the State Government would be entitled to travel by Economy Class.

(v) Journey by Road:

- (a) The grade pay ranges for travel by public bus/ auto-rickshaw/ Scooter/Motor Cycle, A.C. taxi/ taxi/ own car is revised as indicated below:

Grade Pay Category (1)	Entitlement (2)
I & II	Actual fare by any type of public bus including air-conditioned bus OR At rates prescribed by the Transport Department of AC Taxi when the journey is actually performed by AC Taxi. OR

	Actual fare for journeys by autorickshaw
II	Same as for (I & II) above with the exception that journeys by AC taxi will not be permissible OR At prescribed rates for Taxi/autorickshaw/ own scooter/ motorcycle/ moped etc.
IV & V	Actual fare by ordinary public bus only. OR At prescribed rates for autorickshaw/own scooter/ motorcycle/ moped etc.

- (b) The rate of Mileage Allowance for journeys on bicycle, on tour and transfer, will be Rs. 1.20 per kilometer.

- (vi) **Accommodation:** The maximum rates for hotel accommodation/ Tourist Bungalows for tour outside Punjab & Chandigarh on the production of receipt shall be as under:

Grade Pay Category	Accommodation
I	Reimbursement of actual expenditure towards normal single room rent in a hotel of a category not above 5 star; and
II	Reimbursement of actual expenditure incurred towards normal single room rent in a hotel of category not above 3 star.

Classification of City				
	A1	A2	B1	B2/Other Places
	(Any hotel room upto rupees per day)			
III	800	600	500	400
IV	500	400	300	200
V	300	200	150	100

2. (i) **Rate for Travelling Expenses by Taxi/Own Car Payable to Members of different Statutory Bodies/Committees, Visiting Guest Faculty/Invitees**

Payment for traveling by Taxi/Own Car payable to Members of different Statutory Bodies/Committees, Visiting Guest Faculty/Invitees to RGNUL shall be:

1. Car/Taxi Rs. 12/- per kilometer
 2. Luxury Car/SUV Rs. 14/- per kilometer
- With permission to the Vice-Chancellor

(Amendment approved by the Finance Committee/Executive Council at their respective meetings held on 05.11.2015 Para 23).

(ii) Rate for Local Travelling expenses by Car/Taxi payable to Visiting Guest Faculty and Experts are called for Teaching Work and for different meetings at RGNUL Sidhuwal Campus shall be @ Rs. 500/- per visit.

(Approved by the Finance Committee/Executive Council at its meeting held on 29.12.2021 Para 22(7))

7. Payment of TA/DA, Registration Fee and Stationery Charges etc. for Student Participation in National/International Moot Court Competition (Amendment approved by the Executive Council at its meeting held on 07.07.2018 Para 3(3))

A. National Level Moot Court Competitions

- (i) The reimbursement of travelling or other expenses should only be limited to participation in competition where team is duly selected through **Intra Moot Court Competition** and authorised to represent the University by the RGNUL Moot Court Committee through its Faculty Coordinator.
- (ii) The reimbursement to the participating teams in the various National-International Moot Court Competitions held in India will be as follows:
 - a) If a team is adjudged **Runners Up** in the Competition- 75% reimbursement.
 - b) If a team is adjudged **Winners** in the Competition- 100% reimbursement
- (iii) **Registration fees** shall be allowed to the Runners Up and the Winners Team of the National Moot Court Competition subject to a maximum limit of Rs. 5000/- per team.

- (iv) 50% reimbursement shall be allowed to the team in case of **Best Memorial** and to the individual in case of **Best Researcher and Best Oralist/Advocate/Speaker** of the competition.
- (v) Reimbursement of other expenses will be as follows, subject to the submission of Original Bills.
 - a) **Travel to the place of Competition:** Third AC fare/Volvo
 - b) **Compendium and Memorials:** Actual Expense or Rs. 2000/- whichever is less
 - c) **Stationery:** Actual Expense or Rs. 500/- whichever is less
 - d) **Local Travel :**Actual Expense or Rs. 1000/- whichever is less
 - e) In case a team is not given **Accommodation** by the Organisers and the Team arranges for an accommodation by itself then the reimbursement will be of Actual Expense or Rs. 2500/- whichever is less subject to the mention of the same in the Moot Rules of the organising University.

B. International Level Moot Court Competitions

- (i) International Level Moot Court Competitions means:
 - a) Moot Court Competitions which have the National Qualifying Rounds and the qualified teams represent the University in the World Rounds.
 - or
 - b) Moot Court Competitions which do not have the National Qualifying Rounds and teams represent the University in the International Rounds directly.
- (ii) Reimbursement to the teams for representing the University in the **International Level Moot Court Competitions which have the National Qualifying Rounds** will be done as under :
 - a) If a team is adjudged **Winner of the World Rounds** – 100% reimbursement
 - b) If a team is adjudged **Runner Up** – 75% reimbursement
 - c) In all other cases apart from (a) and (b) above, the reimbursement will be– Actual Expense or Rs. 50000/- (Fifty thousand only) whichever is less per members of the team subject to the maximum of five members in a team.

- (iii) Reimbursement to the teams for representing the University in the **International Level Moot Court Competition which do not have the National Qualifying Rounds** will be done as under :
- If a team is adjudged **Winners**– 100% reimbursement
 - If a team is adjudged **Runners Up** – 75% reimbursement
 - Apart from (a) and (b) above, no reimbursement will be given to the team for participating in any International Level Moot Court Competition

Note : The RGNUL Regulations relating to TA/DA be considered as additional add to interpretat the above mentioned provisions.

(Amendment approved by the Executive Council/Finance Committee at their respective meetings held on 07.07.2018 Para 3 (3)) and 20.12.2022 Para 2 (14)

- (iii) Reimbursement to the Teams Representing the University at International Level Mediation and Negotiation Competitions on the same terms and conditions as are applicable to teams representing International Level Moot Court Competition.
(Inserted by the decision of the Executive Council at its meeting held on 08.06.2019 Para 8)

C. Draft of the Moot Problem and the Evaluator of the Memorials will be paid remuneration:

- Drafter of the Moot Problem Rs. 10,000/-
- Evaluation of the Memorials Rs. 300/- per memorial

(Inserted (New Provision) by the decision of Executive Council in its meeting held on 08.02.2020 Para 26)

D. Invitees/Judges for judging the Moot Court/Debate/Client Counseling/Arbitration Mediation/Conciliation Competitions (External/ Internal):

1. Preliminary	Rs. 1500 per day
2. Octa Final	
3. Quarter Final Rounds	
4. Semifinal Rounds	Rs. 2500/- per day
5. Final Rounds	Rs. 3500 per day

(Amendment approved by the Executive Council/Finance Committee at their respective meetings held on 29.12.2021 Para 22 (7))

E. Rules for Allotment of Coaches to Teams participating in International Moots for the Session 2021-22

1. Expression of interest from the participants:

- a) All such teams that have been allotted a reputed International Moot Court Competition shall be eligible for making an application seeking allotment of Coach.
- b) Any such communication showing interest pertaining to the allotment of Coach shall compulsorily be made through an email to the following email id: rgnul.rmcc@gmail.com by the team representing the university in that particular International Moot Court Competition.

2. Application seeking allotment for choice of coach:

The Teams whose applications have been approved by the Moot Court Committee may further send an application seeking allotment of a coach of their choice from Annexure appended to this document.

3. Procedure of allotment:

The Moot Court Committee when approached by a participating team for allotment of a coach under Rule 1 shall proceed in the following ways:

- a) The Moot Court Committee shall officially request the potential coach to mentor the team and upon approval of the same by College Administration, allot the coach within three days from the date of formal acceptance of the request by the coach.
- b) Upon acceptance of request by the Coach, it is the duty of the team coordinator assigned to the team to get the 'Declaration Form' filled and signed by the concerned coach. The same has been appended as Annexure-I.
- c) If the potential coach is unavailable on the desired dates, then the Moot Court Committee will allot the coach to the team as per its own discretion from the list of coach(es) enclosed herewith as Annexure-V.

4. Eligibility of Coach

The potential Coach so being asked for must have been a part of the winning team of at least one reputed International and/or National Moot.

5. Payment and remuneration:

- a) The coach shall be issued an honorarium on a “per-session” basis.
- b) The remuneration for the same shall be capped at Rs. 1000 per session the coach takes with the team.
- c) The maximum amount of remuneration for the entire duration of an International Moot Court Competition shall be capped at Rs. 30,000.
- d) After each session, the concerned team shall fill a proforma for the session which has been enclosed herewith as Annexure-II. The same is to be submitted to the Committee via email within 2 hours of completion of the session on the concerned day.
- e) Moot Court Committee shall not be liable to pay for a session for which the team fails to submit the Proforma.
- f) All decisions pertaining to the number of sittings and the time duration of each sitting shall be made by the coach and he/she shall have the sole authority with regards to the same.
- g) Further, the verification of all such sittings shall be done by the Convenor of the Moot Court Committee. It is compulsory for the team to get the session/sitting verified by the Convenor by the end of the very same day.

6. Discretionary Power of Coach

When allotted to a participating team under Rule 3:

- a) It shall be the sole discretion of the allotted coach to decide whether they wish to mentor the participating team or not.
- b) The Moot Court Committee shall not intervene in their decision so taken and can neither be held accountable for the same.

7. Discretionary Power of The Moot Court Committee:

- a) The Moot Court Committee shall have overriding power in case of disputes arising which are not covered by the foregoing rules.
- b) The Committee has undisputed authority in this regard.

8. Feedback Form

- a) Upon completion of the moot, the team coordinator assigned to the team is expected to get the 'Feedback Form' filled and duly signed by the Coach within 10 days of completion of the moot. The form is appended herein as Annexure-IV.
- b) Upon completion of the moot, it is the duty of the team to fill the 'Feedback Form' appended herein as Annexure-III within 10 days of completion of the moot.

(As approved by the Executive Council in its meeting held on 29.12.2021 Para 17)

8. Grievance Redressal Committee under Section 3 (i) and 3 (j) UGC Notification F. No. 14-4/2012 (CPP-II) dated 06.05.2019

(i) Institutional Student Grievance Redressal Committee (ISGRC)

Where a complaint does not relate to any academic department, centre or common facilities the complaint may be referred to the Institution Student Grievance Redressal Committee.

Submission of Complaint	Review of Complaint	Appeal of Complaint
1. Registrar, RGNUL, Chairperson 2. Dean Students' Welfare - Member 3. Two Senior Academic Faculty Members nominated by the Vice-Chancellor - Members 4. A Student Representative nominated by the Vice-Chancellor based on academic merit/ excellence/co-curricular activities - Member	The ISGRC shall send its report with recommendations if any to the Vice-Chancellor along with the copy to the aggrieved student within a period of 15 working days from the date of receipt of grievance	Appeal against the decision lies with the Ombudsperson nominated by the State Government.

(ii) Departmental Student Grievance Redressal Committee (DSGRC)

A complaint by any aggrieved student relating to a department, centre of the University or common facilities shall be addressed to Departmental Student Grievance Redressal Committee to be constituted at the level of department/centre as the case may be.

Submission of Complaint	Review of Complaint	Appeal of Complaint
1. Head of Department/Centre/ Common Facilities - Chairperson 2. Two Professors from outside the Department/Centre to be nominated by the Vice-Chancellor - Members 3. A member of faculty well versed with mechanism of Grievance Redressal to be nominated by the Chairperson - Member 4. A Student Representative nominated by the	The DSGRC shall send its report with recommendations if any to the Vice-Chancellor along with the copy to the aggrieved student within a period of 15 working days from the date of receipt of grievance	Appeal against the decision lies with the Ombudsperson nominated by the State Government.

Vice-Chancellor based on academic merit/ excellence/co-curricular activities - Member		
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(Approved by the Executive Council at its meeting held on 08.06.2019 Para 18)

- 9. Grievance Redressal Committee under the UGC (Grievance Redressal) Regulations, 2018 (Notification F. No. 14-4/2012 (CPP-II) dated 7th December 2018), Mechanism for Redressal of Grievance/Complaint of the RGNUL Faculty and Employees**

TEACHERS AND EMPLOYEES REDRESSAL FORUM

Submission of Complaint		
For Teachers	For Employees	Appeal of Complaint
1. Registrar 2. Nominee of Vice-Chancellor 3. Senior Teacher 4. Adm. Officer	1. Registrar 2. Nominee of Vice-Chancellor 3. Senior Teacher 4. Adm. Officer	1. Vice-Chancellor 2. Nominee of Executive Council 3. Nominee of Academic Council

(Approved by the Executive Council at its meeting held on 08.06.2019 Para 19)

- 10. Regulation for Authorisation to Execute Instruments or Transact Business of the University*⁶⁸**

An agreement with the third party on behalf of the University, whenever required to be reduced into writing shall be signed by the Registrar after approval of the Vice-Chancellor.

(Recommended by the Finance Committee in its Meeting held on 14.03.2009 and approved by the Executive Council meeting on 14.03.2009 Para 16)

- 11. Signing Memorandum of understanding with other Institutions promoting Education and Research in India and Abroad (Annexure MOU-1)**

1. The Vice-Chancellor is authorized to sign memorandum of understanding with other Institutions promoting Education and Research in India and Abroad for the advancement of the objectives of RGNUL as provided in Section 4(6) and 11 of the RGNUL Act.
2. Ordinarily, the draft of the Memorandum of Understanding shall be got approved from the Executive Council before signing the memorandum of understanding as above.

68 *Refer Section 5(28) of the RGNUL Act.

Provided in urgent cases the Memorandum of Understanding may be signed by the Vice-Chancellor where there is no financial involvement and it shall be got ratified from the Executive Council its next meeting.

[Approved by the Executive Council meeting dated 07.05.2012 (Para 3 (vi))]

12. Professional Fee for Expert/CA/Account Expert/Professional Support/Service provided by CA/Legal Services etc.

- (i) **Professional Charges @ Rs. 20,000/- per annum payable at quarterly basis to M/s S.P. Singla Associates (Advocate & Consultant) providing advice and legal services for "Employee Provident Fund" to RGNUL.**

(Approved by the Executive Council/Finance Committee at their respective meetings held on 30.10.2013 Para 11)

Enhancement of professional charges to Rs. 30,000/- per annum by the decision of **Finance Committee/Executive Council meetings dt. 05.11.2015 Para 2.**

Further, enhancement of Professional Charges to Rs. 45,000/- per annum by the decision of **Executive Council/Finance Committee at their respective meetings held on 20.06.2020 Para 4 (3).**

Providing Legal Services on single tender basis for compliance of provisions Employee Insurance Scheme (ESI) under Employees' State Insurance Act, 1948 for one year i.e. 01.09.2020 to 31.08.2021. The amount paid to the firm on quarterly basis @ Rs. 15000/-.

(As approved by the Executive Council/Finance Committee meetings dated 20.11.2020/07.11.2020 para 3 (6).

(a) Enhancement of Professional Fee to 20% w.e.f. 01.04.2024⁶⁹

- (ii) **RGNUL engaged Account Expert/Professional Support/Service provided by M/s Bhushan Gupta & Co., Chartered Accountant for implementation of Double Entry System in RGNUL Accounts.**

Rs. 20,000/- per month + taxes

(As approved by the Finance Committee meeting dated 16.07.2016 Para 7)

Extend the services of M/s Bhushan Gupta & Co. upto 30.09.2019 by the decision of **Executive Council/Finance Committee meetings dated 07.07.2018, Para 3 (18)).**

69 As approved by the Finance Committee/Executive Council meeting dated 12.02.2024 Para 9 and 13.02.2024 Para 3 (FC-9)

Enhancement of remuneration @ 10% of Professional Fee for one year i.e. upto 30.09.2020 by the decision of **Executive Council/Finance Committee meetings dated 20.06.2020 Para 4 (9)**

- (iii) M/s Navdeep Singh & Co. CA for services as Auditor of RGNUL, Punjab for the FY 2020-21 **(Approved by the Finance Committee meeting dated 20.09.2021 Para 2)**. Re-appointment of M/s Navdeep Singh & Co., CA to hire services as RGNUL Auditor for the FY 2022-23 **(As approved by EC/FC meetings dated 22.03.2022 and 15.03.2022 Para 2.9 (10))**.

(a) Enhancement of Professional Fee to 20% w.e.f. 01.04.2024⁷⁰

- (iv) **Appointment of Legal Retainer/Standing Counsel of Mr. Puneet Gupta, Sr. Advocate, Punjab & Haryana High Court** before the Hon'ble Punjab & Haryana High Court and other judicial bodies on monthly retainer-ship of Rs.10,000/-. **(As approved by the Executive Council/Finance Committee meetings dated 29.12.2021 Para 22 (5))**.

13. **Paid internship for UG-B.A.LL.B.(Hons.) Five Years Course and PG-LL.M. (One Year Course) at RGNUL, Punjab**

(As approved by the Executive Council/Finance Committee meetings dated 29.12.2021 Para 22 (9)).

14. **Board of Apprenticeship Training Programme (Northern Region), on minimum monthly remuneration fixed by the MHRD/NATS for hiring Graduate and Diploma Holder apprentice**

Regular Graduate : 9000/- per month

Regular Diploma : 8000/- per month

(Amendment approved by the Executive Council/Finance Committee meetings dated 22.03.2022 Para 2.8 (9)).

⁷⁰ As approved by the Finance Committee/Executive Council meeting dated 12.02.2024 Para 9 and 13.02.2024 Para 3 (FC-9)

SECTION B - ALLOWANCES/REIMBURSEMENT

1. RGNUL Regulations for Contribution Provident Fund and General Provident Fund

(Approved by the Executive Council at its meeting held on 27.09.2017 Para 21)

I. PRELIMINARY

Whereas the Rajiv Gandhi National University of Law, Punjab Act 2006, Section 5 (35) provides as under:

- (5) **Powers and functions of the University:** The University shall have the following powers and functions to be exercised and performed by or through its various officers and authorities, namely:

....

- (35) to constitute for the benefit of the academic, technical, administrative and other staff, in such manner and subject to such conditions as may be prescribed, pension, insurance, provident fund and gratuity and other schemes, as it may deem fit and to make such grants as it may think proper for the benefit of the staff of the University and to aid in the establishment and support of associations, institutions, funds and trusts for the benefit of the staff and the students of the University;

And Whereas the RGNUL Financial Regulations Part IV Financial Regulation

....

- (24) The University shall maintain the Provident Fund Account of employees as per policy framed and approved by the competent authority/body.

And Whereas the RGNUL has already opened Contributory Provident Fund accounts and General Provident Fund crediting the monthly contribution of the employees entitled for Contributory Provident Fund and monthly deposits in General Provident Fund as per terms and conditions of their employment.

And Whereas other employees who are or will be entitled to similar benefit of Contributory Provident Fund (hereinafter referred as CPF) and may opt for General Provident Fund (hereafter referred as GPF), may take benefit of these funds. There is need to formalize and frame rules applicable for maintenance and management of CPF and GPF.

Therefore, Draft Rules for CPF and GPF are proposed as under:

II. UNIVERSITY PROVIDENT FUND RULES

1. These Regulations may be called University Provident Fund Regulations which authorize establishment and to regulate the management of Contributory Provident Fund and General Provident Fund for RGNUL employees.
2. Definitions : –
 - (a) Employee: "Employee" includes Administrative, teaching and non-teaching employee who is entitled to the benefit of CPF and/or GPF maintained by the University.
 - (b) University: "University" means Rajiv Gandhi National University of Law, Punjab as established under Punjab Act 12 of 2006.
 - (c) CPF: "CPF" means Contributory Provident Fund maintained by the University to which both employee and the University shall contribute equally.
 - (d) GPF: "GPF" means General Provident Fund maintained by the University to which the employee

shall contribute on his own without any contribution by the University.

- (e) Subscriber: "Subscriber" means an employee contributing to the Provident Fund.

III. CONTRIBUTORY PROVIDENT FUND

3. A whole time employee of the University shall, except those covered under New Pension Scheme or Employees' Provident Fund, as a condition of his/her service may be allowed to be a member of RGNUL Contributory Provident Fund.
4. The subscription to the CPF shall be ten per cent of the salary of the employee including Basic pay, Grade pay, DA and Interim Relief except other allowances. Subscription shall be deducted from monthly salary of the subscriber by the University. The amount deducted from salary of employee and alongwith university share shall be credited to Contributory Provident Fund Account maintained by the University.
5. The benefit of University contribution to the Fund of an employee shall be subject to following conditions:
 - (a) Nothing will be contributed by the university if the period of service put in by employee is less than one year.
 - (b) Half the amount of the University contribution will be paid, if the total period of service put in is more than one year but less than three years.
6. No employee of the University who has, in the opinion of the Vice Chancellor, been guilty of dishonesty or other gross misconduct and has been consequently dismissed from his employment, shall be entitled to the benefit of or to receive any part or share in any sums at any time contributed by the University to the Fund on his account or the accumulated interest thereof. The University shall be entitled to recover from the amount for the time being at the credit of any

employee a sum equivalent to the amount of any loss or damage at any time sustained by the University by reason of his dishonesty or negligence but not exceeding in any case the total amount of contribution credited to his account by the University and of any interests which has accrued on such contribution.

7. The University shall deposit the amount each month in a bank account (Recurring Deposit/Fixed Deposit) opened in the name of the Registrar RGNUL with any of the Nationalized Bank. The interest earned thereon shall be credited/paid to the depositors/contributors proportionately according to the respective contribution.

Provided that in the case of a person leaving the University service and claiming for the immediate refund of the Contributory Provident Fund standing to his/her credit/due to him/her, interest shall be paid for the broken period at the rate payable by the bank.

8. Subject to the provision of Rules 5 and 6 of these Regulations, the amount standing in the Fund at the credit of a subscriber shall become payable to the subscriber on quitting service of the University or to the nominee or legal heir as the case may be on the death of a subscriber.
9. An employee who, on reaching the age of superannuation, is granted re-employment at the University may be permitted to withdraw the Provident Fund standing at his/her credit as per these Regulations.
10. An employee who has served as university for minimum 20 years or has attained the age of 50 years, whichever is earlier will be allowed to withdraw 50% of the Contributory Provident Fund, lying is his/her credit for the following purposes:
 - (a) Building or acquiring a residential house including the cost of the site or repaying any outstanding amount on account of loan, taken for this purpose or repair or

making addition or alteration to a house already owned or acquired by a subscriber.

- (b) Purchasing a house-site or repaying any outstanding amount on account of loan expressly taken for this purpose.

Only one advance shall be allowed for the construction/ purchase of a house at any place within a period of five years.

- (c) to meet the cost of higher education of children actually dependent on him/her
- (d) to meet the expenses in connection with marriage of the subscriber's sons, daughters or wards.

- 11. The benefit of Contributed Provident Fund shall not be available to re-employed employees appointed after superannuation.

IV. GENERAL PROVIDENT FUND

- 12. Any whole-time officer/employee of the University may, at his option, become member of the General Provident Fund.
- 13. The subscription to the General Provident Fund including the Contributory Fund, Pension Fund or Employees Provident Fund as the case may, shall not exceed 60% of the employee's salary.
- 14. The subscription of GPF shall be deducted from monthly salary of each subscriber by the Registrar or other officer whose duty is to pay such salary, and the amount deducted shall be credited to General Provident Fund Account maintained by the University.
- 15. No subscription shall be made to the Provident Fund by an employee who is on leave without pay for a period exceeding 10 days in a month.

16. An officer/employee may become a member of the General Provident Fund at any time during the year but he shall not be allowed to reduce or enhance the amount of subscription during the course of the financial year except in the months of March and September each year.
17. The University shall deposit the amount each month in a bank account (Recurring Deposit/Fixed Deposit) opened in the name of Registrar RGNUL with any of the Nationalized Bank and the interest earned thereon shall be credited/paid to the depositors/contributors account.

Provided that in the case of a person leaving the University service and asking for the immediate refund of the Provident Fund money standing to his credit/ due to him, interest shall be paid for the broken period at the rate allowed by the bank.

18. The officers/employees may be allowed advance from the fund by Vice-Chancellor for the following purposes namely:
 - (i) A non-refundable advance may be granted to a subscriber at any time, after the completion of ten years service (including broken periods, if any) from the amount standing to his credit in the Fund for-
 - (a) Building or acquiring a residential house including the cost of the site or repaying any outstanding amount on account of loan, taken for this purpose or repair or making addition or alteration to a house already owned or acquired by a subscriber.
 - (b) Purchasing a house-site or repaying any outstanding amount on account of loan expressly taken for this purpose.
Only one advance shall be allowed for the construction/ purchase of a house at any place within a period of five years.
 - (c) Purchase motor car/scooter/motorcycle or for repaying a loan already taken by him for the purpose.

- (ii) A non-refundable advance may be granted to a subscriber any time, after the completion of 20 years service (including broken periods, if any) or within 10 years before the date of his retirement on superannuation, whichever is earlier, from the amount standing to his credit in the Fund at the discretion of the competent authority
 - (a) to meet the cost of higher education of children actually dependent on him/her
 - (b) to meet the expenses in connection with marriage of the subscriber's sons, daughters or wards.
 - (ii) A non-refundable advance may be granted to a subscriber any time, after the completion of 5 years of service, from the amount standing to his credit in the Fund, at the discretion of the competent authority for purchasing a personal computer/laptop.
 - 19. An employee shall be entitled to refund of the whole amount standing to his credit on retirement or on quitting the University service.
- KNOWLEDGE EMPOWERS**
- V. GENERAL PROVISIONS APPLICABLE TO CPF AND GPF**
- 20. The Registrar shall cause to be maintained proper accounts relating to the Fund, showing the amount for the time being at the credit of each depositor, and the general state of the fund, in such form as the Executive Council may, from time to time, prescribe.
 - 21. A subscriber may make a declaration attested by two witnesses in his Provident Fund Pass Book stating the name or names of the persons to whom he desires that in the event of his death the whole or any part of the amount of his deposit shall be paid.
 - 22. Nomination may, at any time, be revoked by the subscriber or replaced by a fresh nomination. A register of such nominees

shall be kept in the University office. If the employee has made such a declaration, the payment shall be made in accordance therewith and no certificate shall be required. On such payment being made, the University shall be absolved of all liability in connection therewith. If, however, no such declaration has been made, the payment shall be made to the legal heir or heirs of the depositor.

23. There shall be a Provident Fund Committee consisting of the Vice-Chancellor, the Registrar, Finance Officer and one Professor of Law for the purpose of advising the Vice-Chancellor in matters relating to investment, payment and other matters in respect of the Provident Fund.
24. Every subscriber shall be bound by these Regulations.
25. In case of difficulty in implementation of these Regulation or management of the fund the Vice-Chancellor may give the appropriate clarification.

2. Medical/Accidental Insurance Cover to Students and Staff

1. Students and staff may be provided the facility of Medical/Accidental Insurance cover through the insurance company recommended by a Committee approved by the Vice-Chancellor.
2. The provision of the Insurance Cover may be paid from the interest earned on FDRs of Security Deposited by the students. In case of staff it is to be borne by the employees themselves.

(Approved by the Executive Council at its meeting held on 17.12.2010 Para 13)

3. Special Allowance

- (i) PA to Vice-Chancellor/PA to Registrar @ Rs. 3000/- per month ***(As approved by the Executive Council at its meeting held on 30.10.2009 Para 37 and 08.07.2015 Para 4)***

- (ii) Chief Warden and Hostel Wardens (Boys/Girls): Grant of monthly allowance of Rs. 2000/- to faculty members who are to perform the duty of Warden RGNUL Hostels and the Chief Warden, in addition to their teaching work and rent free accommodation alongwith exemption of payment of maintenance charges which includes charges for amenities. **(As approved by the Finance Committee meeting dated 18.08.2012 Para 2).**
- (iii) Transport-cum-Liaison Officer @ Rs. 3000/- per month (In lieu of not be paid any Daily Allowance and Telephone/Mobile expenditure except Travelling/Accommodation expenditure) **(As approved by the Executive Council/Finance Committee at their respective meetings held on 30.06.2017 Para 11 (12))**
- (iv) Field Officer @ Rs. 2000/- per month **(As approved by the Executive Council/Finance Committee at their respective meetings held on 09.02.2017 Para 3 (8))**
- (v) Drivers who are performing longer duties hours and out station journeys with the Vice-Chancellor and the Registrar @ Rs. 2000/- per month on the pattern of Punjab Government **(Amendment approved by the Finance Committee at their respective meetings held on 16.07.2016 Para 8))**
- (vi) Conveyance Allowance to Physical Handicapped Person: RGNUL (vide letter No. 3/6/2016-5V.P.2/634 dated 25.09.2017 issued by the Department of Finance, Government of Punjab, Chandigarh), **Rs. 1000/- per month. (Amendment approved by the Finance Committee/ Executive Council at their respective meetings held on 07.07.2018 Para 3 (4))**
- (vii) Special Allowance of Rs. 10,000/- to Registrar, RGNUL Punjab **(As approved by the Executive Council/Finance Committee meetings dated 07.02.2019 Para 3 (7))**
- (viii) Special allowance of Rs. 10,000/- per month for performing the additional duty as Librarian in addition to his teaching

assignment. ***(As approved by the Executive Council meeting dated 20.06.2020 Para 20).***

- (ix) Special allowance of Rs. 5000/- per month for performing the additional duty of Assistant Registrar from w.e.f. Jan. 3, 2022 ***(As approved by the Executive Council meeting dated 22.03.2022 Para 8).***
- (x) Handicapped Allowance @ Rs. 1000/- per month to all disabled employees w.e.f. 01.01.2023 ***(As approved by the Executive Council in its meeting held on 07.04.2023 Para 17).***

3A. Academic Incentives/Teaching Allowance

- (i) Vice-Chancellor **Rs. 50,000/- per month**
- (ii) Registrar **Rs. 30,000/- per month**

(As approved by the Executive Council/Finance Committee meetings dated 20.12.2022 Para 2.16 (18))

4. Mobile Phone Usage Bill/Telephone Bill Vice-Chancellor and Registrar: The full reimbursement of mobile phone bills and telephone bills shall be given to Vice-Chancellor and the Registrar

[Approved by the Executive Council meeting 01.11.2012 Para 2(vii)]

5. Regulation for providing medicines and medical facilities to the Students/Staff/Others

- (i) RGNUL Health Centre is primarily meant for the students and staff of the University. In extreme cases of emergency treatment may be given to others like labour and workers etc. employed by the Contractor or Service Providers.
- (ii) The University Health Centre is to provide free medical checkup facility to the students and the staff.
- (iii) Medicines for the routine/emergency treatment are to be prescribed by the University Medical Officer and provided to

- the students, as are available in the Health Centre, excluding treatment of chronic ailments.
- (iv) Those officers/employees of the University (including their dependents) who are entitled for free medical aid in terms of conditions of their respective appointment, medicines are to be prescribed by the University Medical Officer and to be provided to them.
 - (v) University employee not getting the medical allowance are entitled for getting medicines as prescribed by University Medical Officer from the University Health Centre upto the maximum limit of Rs. 500/- per month.
 - (vi) The University employees getting Medical Allowance shall be given emergency medicine/treatment at the UHC on prescription by University Medical Officer. However in-patient treatment expenditure shall be reimbursed by the University as per Punjab Government norms.
 - (vii) Lab tests at UHC are to be conducted only on payment at the prescribed rates.
 - (viii) In case of emergent situation the case of students can be referred to the local hospitals. Outdoor/Indoor charges for the first day may be paid by the University with the objective to provide immediate treatment without delay which will be reimbursed to the University by the concerned student. The student himself/herself shall meet the expenses on his/her medical treatment in the Hospital/Clinic.

(Approved by the Executive Council in its meeting held on 30.10.2013 Para 13)

6. Medical Re-imbursement to RGNUL Regular/Contract Teachers/Employees and their Dependents for indoor treatment for serious ailment, as per Punjab Government norms and rates.

(Approved by the Executive Council/Finance Committee at their respective meetings held on 09.02.2017 Para 3(6))

Rules for Medical Re-Imbursement to RGNUL Employees and Teachers

(Approved by the Executive Council at its meeting held on 27.09.2017 Para 18)

Whereas RGNUL Executive Council/Finance Committee has allowed re-imbursement of Medical Expenses vide Para 3 (6) in their respective meetings held on 09.02.2017, as under:

The members discussed in detail the requirement of providing medical re-imbursement to RGNUL Regular/ Contract Teachers/Employees and their dependents for indoor treatment for serious ailment as per Punjab Government norms and rates and unanimously decided to accept the proposal.

After thoughtful consideration and detailed discussion, the Executive Council unanimously resolved to approve the adopt Medical Re-imbursement Rules for RGNUL employees and teachers. The approved Rules are as under:

1. *The following shall be entitled to Medical Re-imbursement as per these regulations:*
 - (i) *Regular Teachers/Employees*
 - (ii) *Contractual non-teaching employees working on five year or more tenure.*
2. *RGNUL Employees and their families will be entitled to free medical aid from the University Health Centre. The word 'Family' shall include ((a) wife of University employee (b) in case of woman employee her husband provided he is residing with and totally dependent upon her (c) upto two children, including step/adopted children who are dependent upon him/her but shall not include a married daughter or son of more than twenty five years of age, and (d) parents residing with the employee and totally dependent upon him/her. If the spouse of the employee; is in private service he/she may be allowed to avail the benefit of reimbursement if he/she has not claimed re-imbursement of the Bills from any other agency or organization or institution.*
3. *Employees are allowed to take treatment from any authorized hospital, authorized means any Govt./Private hospital approved by the Punjab government.*
4. *Reimbursement will be allowed only for indoor treatment for serious ailments on the recommendations of the University Medical Officer. No re-imbursement will be made for outdoor treatment expenses.*

5. *The patient admitted for short admission (Day Care Treatment) will be allowed payment in case the period of admission is not less than 06 hours. In such cases payment shall only be allowed after the case has been examined by the University Medical Officer and duly recommended.*
6. *Medical Bill should be submitted by the employee within 06 months after getting discharged from hospital. After the stipulated period Registrar may condone the delay on the recommendation of University Medical Officer in exceptional circumstances.*
7. *Medical Reports, X-Rays and other Investigation Documents should not be more than 07 days older from the Date of Treatment in the Govt./ Private Hospital. In exceptional circumstances Registrar may allow submission of such Bills i.e. older than 07 days, on the recommendation of University Medical Officer.*
8. *The claim for reimbursement should be submitted along with proper discharge slip with brief clinical history, management, procedure, treatment and indoor treatment, number on the discharge slip. Bills should be verified by the treating doctor mentioning the name of medicines and other details of treatment.*
9. *The bills will be accepted according to rates approved by Punjab Government subject to genuineness of the case. In case the rates of any procedure/package are not presented in Punjab Government guidelines, then the rates of Rajindra Hospital, Patiala / P.G.I.M.E.R Chandigarh will be followed. If the amount of bill claimed by the employee is less than the Punjab Government rates, then the payment will be allowed as per actual claim submitted by him/her.*
10. *All payments for treatment within the country will be accepted. No reimbursement will be made for the treatment taken from any hospital abroad.*
11. *No payments will be made in case the employee who is claiming the re-imburement from the insurance company or any other Agency/Organization. With the application for re-imburement a declaration/undertaking is required to given that claimant has not made/is not entitled for claim from any insurance company.*

12. *Employees getting monthly medical allowance are not entitled to take Medicine from University Health Centre except in case of emergency or for minor ailments.*
13. *With respect to matters which have not been provided in the above Regulations, Punjab Medical Attendance Rules, 1940 shall apply.*

Note: (1) If any case is not covered in these Rules, the matter shall be referred to the Vice-Chancellor whose decision shall be final.

(2) Any interpretation in case of ambiguity can be referred by the University Medical Officer through Registrar to the Vice-Chancellor and decision of the Vice-Chancellor shall be final.

(3) In case of false claim or complaint, against the claim, the matter may be inquired into by the university authorities and if it is found that the claim is wrong or false, it will be treated as misconduct on the part of the employee as per service rules.

(4) The Employees entitled to get medical re-imbursment shall be given an identification number and issued a medical entitlement card. Every medical re-imbursment must have mention of entitlement card number.

And also Medical Entitlement Card approved as per Annexure-19 of the said meeting.

7. (a) Rule for RGNUL Scheme for Incentives for Promotion of Quality Research and Publications:

- (i) RGNUL has been established with vision to development and train competent lawyers, inquisitive researchers, able administrators, conscientious judicial officers, and above all, socially responsible citizens, who shall be whole- heartedly and continuously engaged in the process of nation building. One of the objects of the University is to provide advanced studies and promote research in all branches of law.
- (ii) Quality Research and publications in indexed journals is vital for University ranking and accreditation.

- (iii) NIRF and NAAC primarily retrieve and validate publication data from Scopus, Web of Science, Indian Citation Index for ranking and accreditation.
- (iv) In order to promote and incentivise quality publications in journals indexed with Scopus, Web of Science and Indian Citation Index, RGNUL proposes to award Rs. 21000/- (Twenty one thousand) to faculty member(s) for a research paper published in a journal which is indexed in Scopus or Web of Science or ICI. Grant shall be restricted to one paper per annum per faculty member and shall be granted only after grant is approved by the committee constituted by the Vice-Chancellor keeping in mind various factors including the quality of publication, relevance etc.
- (v) The University proposes to provide financial grant of up to Rs.1,00,000/- (One Lac) to faculty member(s) to meet expenses on equipment, books and journals, contingency, consumables, travel and field work and any other special requirements for promotion of quality research. Maximum of three cases of research grant shall be chosen every year in accordance with the recommendations of a committee constituted by the Vice-Chancellor. Suitable norms for this will be devised.

(As approved by the Executive Council/Finance Committee at their respective meetings held on 20.09.2021 Para 25(4))

- (b) **RGNUL Scheme for Incentivize the Students/Scholars of Rs. 5.00 Lakh** on case to case basis upto Rs. 10,000/- with Certificate for Research Publications in renowned Journal Scopus, Web of Science, ICI, UGC Care Listed at National and International Level, Achievement in Mooting/ADR/Legal-Aid and Entrepreneurship, Startup International Scholarship and similar other activities. The members authorized the Vice-Chancellor to increase the Budget upto Rs. 10 lakh. ***(As approved by the Executive Council/Finance Committee at their respective meetings held on 22.03.2022 and 15.03.2022 (Para 2.3 (4))***

SECTION C - GUEST HOUSE AND ACCOMMODATION

1. (i) Rules for use and occupation of the RGNUL Guest House, Sidhuwal Campus, Patiala

Sr. No.	Visitor	Rent of Room
1	Official (<i>University Guests, Special invitees for specific University events</i>)	No Charge
2	Semi Private (<i>Guardians/Parents of Students, employees, relatives of employees, any other guest allowed by the competent authority</i>)	1000/-
3	Purely Private	2000/-
Free Accommodation		
	(A) Hon'ble Judges of High Courts, Supreme Court and Advocate General of Punjab and Haryana High Court (B) Vice-Chancellors and Registrars of Sisters Universities (C) Members and Ex-members of all RGNUL Statutory Bodies (D) Members of Selection Committee (E) Serving Secretaries of the State of Punjab or the Centre Govt.	

(Sr. No. 1-3 Amendment approved by Executive Council meeting dated 05.11.2015 Para 19)

(Sr. No. 3 Amendment approved by the Finance Committee at its meeting dated 05.11.2016 Para 6)

Explanation:

- (i) For purpose of calculating charges, one day (24 hours) will be counted from the time of occupation.
- (ii) Member accompanied by a spouse will be counted as one.

(ii) The Registrar Residence be used as VIP Guest House for stay of VVIP Guests as and when needs of the University. (Approved by the Executive Council meeting dated 05.11.2015 Para 25).

2. Regulation for Guest House

- (i) A person will ordinarily be allowed to stay for three days. The Registrar may allow him to stay for five days. However, the

Vice-Chancellor may, for special reasons, allow him to stay for a longer period.

- (ii) The Vice Chancellor may exempt any person from payment of lodging and/or board charges and may declare any person as a University Guest.
- (iii) Meals and refreshments may be arranged on payment of charges as may be approved by the Vice-Chancellor from time to time.

Prior intimation to the persons on duty in the Guest House for supply of meals will be necessary.

- (iv) Persons staying in the University Guest House are not entitled to bring unauthorised guest(s) to stay in the Guest House.
- (v) Use of alcoholic drinks, other intoxicants and smoking in the Guest House is strictly prohibited.
- (vi) Persons using the University Guest House will make good the damage caused by them to the building or furniture or fixtures or other property of the University during their stay.
- (vii) A Guest Register will be maintained in the Guest House. Full particulars about the Guest's name, official designation, whether accompanied by wife or other relations, servants, place of residence permanent address, number, date and place of issue of passport (if any), date and time of arrival, and the date and time of intended departure, shall be entered in the Register by the guest occupying the accommodation.
- (viii) The Guest House will be under the general control and supervision of the Registrar or any other officer so authorised by the Vice Chancellor.
- (ix) Request for permission to stay in the Guest House shall be addressed to the Registrar a week in advance, as far as possible. The right to accept/reject such permission shall rest with the Registrar.

- (x) Permission to stay in the University Guest House shall be subject to availability of accommodation.
- (xi) The cancellation of reservation must reach the person Incharge of Guest House atleast 24 hours in advance of the day on which the accommodation is required. Otherwise guests will be charged one day's rent for the accommodation reserved for them.

(Approved by the Executive Council in its meeting held on 30.10.2013 Para 11)

- 3. **RGNUL Alumni Association (RAA) to allot of a Room at the Second Floor of Academic Block and the monthly rent of Rs. 500/- payable** in advance for a year out of the Alumni Association Account ***(Approved by the Executive Council meeting dated 18.11.2014 Para 13)***

- 4. **Reimbursement rules for the following facilities provided to the regular Vice-Chancellor and Registrar from the date of joining:**

Medical reimbursements- Shall be entitled to reimbursement of medical expenses incurred on the medical treatment of himself/herself and his/her family members obtained from the private OPD/Private wards off any government or private hospital/nursing home.

Transport allowance – shall be entitled to the reimbursement of the expenses on account of T.A. and D.A. for himself/herself and his/her family members and expenses towards shifting of household luggage from his/her home town to RGNUL Patiala and back on his/her assuming office and relinquishing it on the expiry of his/her tenure.

Accommodation – Shell be entitled to avail rent free furnished accommodation with other amenities like electricity, water, maintenance etc.

(Inserted by the decision of the Executive Council on 07.10.2022 para 31).

5. (i) Regulations regarding rent/other charges to be charged from the officials allotted University accommodation at RGNUL New Campus

RENT CHARGEABLE

(1)	Teachers	Rent
(a)	Professor	A Type Rs. 3500/- per month
(b)	Reader/Associate Professor	B Type Rs. 2500/- per month
(c)	Lecturer/Assistant Professor	C Type Rs. 1500/- per month
(d)	Vice-Chancellor	Rs. 6000/- per month
(e)	Registrar	Rs. 5500/- per month (fixed)
	Water/Electricity Charges/Sewerage Charges borne by the University of the Vice-Chancellor's residence.	

(Amendment approved by the Finance Committee/Executive Council at their respective meetings dated 25.01.2016 Para 5)

(2) Rent/other charges to be charged from the Part-Time Teachers at RGNUL New Campus

1.	Monthly Rent (Room Rent)	Rs. 1000/-
2.	Amenities per month	Rs. 750/-

(Approved by the Finance Committee/Executive Council meeting dated 05.11.2015 Para 11)

(3) Non-Teaching

(a)	Superintendent/Sr. Asstt.	Rs. 1000/- per month
(b)	Others	Rs. 500/- per month

(4) House Rent Chargeable from Officials working on contract basis and consolidated salary - @ 10% of their basic pay+grade pay.

CHARGES FOR AMENITIES

1.	Electricity	Rs. 250/- per month
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- | | | |
|----|---------------------|---------------------|
| 3. | Sewerage/STP | Rs. 250/- per month |
| 4. | Maintenance of Lawn | Rs. 250/- per month |

Note: Rent for accommodation and charges for Water Supply, Sewerage/STP and Maintenance of Lawn to be charged for full month. Charges for Electricity as per meter reading.

(5) Rent Free Accommodation:

- (i) Grant of rent free accommodation alongwith exemption from payment of maintenance charges which includes charges for amenities i.e. Water Supply, Sewerage/STP and Maintenance of Lawn to faculty members who are to perform the duty of Warden/Chief Warden at RGNUL Hostels, in addition to their teaching work **(As approved by the Executive Council/ Finance Committee meetings dated 11.03.2014 Para 8 (3))**
- (ii) Allowing exemption from deduction of house rent from the salary of the para medical staff who have been allotted university accommodation at RGNUL Campus and to pay additional 5% house rent allowance who are not allotted university accommodation and staying outside the University Campus.

This allowance will be granted on the pattern of such Punjab Govt. employees in terms of notification No. 4/7/97-FPI/8781 dated 20 July 1998 and No. 4/7/09-2FPI/812 dated 14 November 2011 issued by the Department of Finance, Govt. of Punjab, Chandigarh **(As approved by the Executive Council/ Finance Committee meetings dated 05.11.2015 Para 24 (13))**

(ii) Regulations for Allotment of Accommodation

- 1. that the residential accommodation will be provided on the basis of seniority, first come first and on the basis of eligibility.
- 2. that the residential accommodation will be preferably provided to the teachers and non-teaching staff members to the staff members those who come from out stations or are staying away from Patiala beyond 25 Kilometer.

3. that the accommodation will be withdrawn from those employees who are not regularly/permanently living in the University accommodation and/or not residing and mostly living away.
4. that the residential accommodation will not be allowed to those employees who has/have their own residential accommodation in Patiala in the name of either of the spouse or parents.
5. Faculty/Staff members those are living/residing in their own flat/accommodation in Patiala will not receive the preference in allotment of accommodation.
6. The University Authorities shall be authorized to implement these guidelines with immediate effect.
7. The residential accommodation is subject to the applicable charges.
8. The Vice-Chancellor shall have the power to allot the preferential accommodation on case to case basis in suitable cases with justification.

(Approved by the Executive Council at its meeting held on 20.09.2021 Para 27)

6. Charges of usage for the Auditorium of RGNUL (duration of 4-6 hrs) by the Govt. Departments, Private Departments, Entertainment and Academic/Students

Charges for:	Govt. Depts.	Private Depts.	Entertainment	Academic/ Students
Main Hall	*100,000/-	120,000/-	200,000/-	100,000/-
Basement	20,000/-	30,000/-	50,000/-	20,000/-
Electricity	10,000/-	10,000/-	Own Arrangement	10,000/-
Security (Refundable)	50,000/-	100,000/-	200,000/-	50,000/-

*In case of any official function of the Government for which it has not generated any revenue or any function being held in collaboration with RGNUL, no amount shall be charged.

Rules for Use of RGNUL Auditorium

- (i) In case of any damage or loss to the university property within or outside the auditorium due to fault/negligence of the organizer of the function hiring auditorium, the damages as assessed by the university shall be charged from such organizers.

- (ii) There shall be proper handing over and taking over of the auditorium to the organizer of the function from the university functionaries.
- (iii) In case the auditorium is used by the organizers beyond six hours, there shall be additional proportionate charges for each extended hour.

(Approved by the Executive Council/Finance Committee at their respective meetings held on 30.06.2017 Para 11 (8))

7. Rents/Rates of various venues of RGNUL, Punjab for letting out

Sr. No.	Venue	Rates	Remarks
1.	Moot Court Hall	Rs. 55,000/-	Per day
2.	Hostel Rooms with Common Washroom	Rs. 300/-	Single Occupancy (Per Person per day)
		Rs. 200/-	Double Occupancy (Per Person per day)
3.	Hostel Room with attached toilet	Rs. 500/-	Per Person per day
4.	Accommodation in the 'D' Block	Rs. 500/-	Per person day
5.	Accommodation in the 'C' Block	Rs. 500/-	Per person day
6.	Class Room	Rs. 3,000/-	Per day
7.	Lecture Hall	Rs. 5,000/-	Per day
8.	Seminar Hall	Rs. 55,000/-	Per day
9.	Conference Hall No. 1	Rs. 20,000/-	Per day
10.	Conference Hall No. 2	Rs. 30,000/-	Per day

Note: The above rates are inclusive of Electricity, AC and Other Amenities. GST will be extra as per rules. The discretion is given to the authority to charge or exempt any charges with reference to conduct competitive examinations at RGNUL center.

(Approved by the Finance Committee/Executive Council at their respective meetings held on 31.03.2023 Para 7 and 07.04.2023 Para 2.7)

SECTION D - OTHER MISCELLANEOUS REGULATIONS

1. **Rates for using University Vehicle of Private use**
- (a) **Regulations Relating to Non-Official use of the Staff Car by the Vice-Chancellor/Registrar for Private Use**

1. RGNUL should fix enhanced rates as follow:

- | | |
|-----------------------|-------------------------|
| (a) Upto 200 km | Rs. 200 PM |
| (b) Upto 400 km | Rs. 400 PM |
| (c) Exceeding 400 kms | @Rs. 2.50 per kilometer |

2. For the use of Staff Car for private purpose the officer will deposit the amount in Cash with the University at the end of each month according to the journey shown in the Log-Book.

(Approved by the Executive Council at its Meeting held on 17.11.2007 (Para VI(4))

- (b) **Rates to be charged from the teaching/Non-Teaching employees while they make use of University Vehicle for their private purposes**

Sr. No.	Name of Vehicle	Rates
1.	Car/Tavera	Rs. 5/- per Km
2.	Mini Bus	Rs. 10/- per Km
3.	Full Bus (52 Seater)	Rs. 15/- per Km

Note:

- a. In case of night stay-Mini Bus/Full Bus Rs. 200/- per night shall be charged extra.
- b. In the event of death of RGNUL Staff Member/his/her Family Member, use of Mini Bus/Full Bus 52 Seater upto 50 Kms. (both sides) for Funeral Procession/Bhog Ceremony (one time only) shall be allowed free. Beyond this limit, rates shall be charged as given above.

(Approved by the Executive Council at its Meeting held on 17.11.2007 (Para VII)

2. Regulation for Purchase for RGNUL

- a. Purchases to be made through purchase committee to be constituted by the Vice-Chancellor on quarterly basis - i.e. One Purchase Committee would work for three months in a year.
- b. Efforts be made to make purchase of different items on DGS&D rates. If not so, the supplier may be required to give a certificate that item is not available on DGS&D rates, even if available on DGS&D rates, market must be surveyed to purchase that item on lower than the DGS&D rates.
- c. In case of purchase of above Rs. 5 Lacs, it is to be done by inviting Tenders.

(Approved by the Executive Council at its meeting held on 15.02.2008 Para 6)

3. Wearing of University Identity Card with Ribbon for Students, Teachers and Non-Teaching Staff of RGNUL is compulsory.

(Approved by the Executive Council meeting dated 31.01.2013 Para 3)

4. Duplicate/Re-Issue of University Identity Card

Charging of Rs. 250/- for duplicate/re-issue of Identity Card to the students as well as staff members of the RGNUL.

(Amendment approved by the Executive Council/Finance Committee at their respective meetings held on 20.06.2020 Para 4(5))

5. Regulations for providing Uniforms to the Security Staff and other employees of RGNUL

- (1) **Security Staff:** Uniforms of Security staff shall be on Military/ Police pattern.

Particulars/Pattern	No. of Uniforms	Period
Security Guards : Male/Female		
(i) Summer Uniform (Terrykot): A Shirt with half sleeves, two pockets, shoulders title, lane-yard on the left shoulder and metal Badges of RGNUL Security Staff on shoulder and Trousers	Two	One, every year
(ii) Winter Uniform (Woolen): A Shirt with sleeves, two pockets, shoulders title, lane-yard on the left shoulder and Metal Badges of RGNUL Security Staff on shoulder and Trousers	One	After two years interval
(iii) A leather belt with RGNUL Crest	One	After three years
(iv) Over-Coat/Jacket/Cap	One	After Three years ⁷¹
(v) Turban (Muslin) Security Guards/ Gunmen will be provided Crest Turban/barret)	Turban-2 Barrets-2	Every alternate year
(vi) Shoes	One pair	Every year ⁷²
(vii) Torch	One to each member	To be replaced when becomes unserviceable.
Note: The Security Supervisor (a class 'B' employee) will get the uniform of the same pattern, but of a better stuff with belt, metal badges, Turban/barret, with Crest Shoes and with a torch)		Period as applied to the Junior Staff

(2) Other Class "C" employees

Male:

Particulars/Pattern	No. of Uniforms	Period
(i) Summer Uniform (Terrykot) : A Shirt with half sleeves, two pockets,	Two	After two years interval

⁷¹ Amendment approved by the Executive Council meeting dated 29.12.2021 Para 16.

⁷² Amendment approved by the Executive Council meeting dated 29.12.2021 Para 16.

	shoulders title and Trousers		
(ii)	Winter Uniform (Woollen) : A Shirt with sleeves, two pockets, shoulders title and Trousers	One	After two years interval
(iii)	Turban (Muslin)	Turban-2	Every alternate year
(iv)	Shoes	One pair	Every year. (payment shall be made in cash instead of supplying the article by the University)

Female:

(i)	Summer Uniform (Terrycot) : Two uniforms consisting of two shirts and two salwars of skyblue terrycot	Two	After two years interval
(ii)	Winter Uniform (Woollen) : One uniform consisting of shirt and salwar of some woolen ladies suiting with a warm shawl of the same cloth after two years interval	One	After two years interval
(iii)	Two dupattas of 2.25 meters of Muslin every three years		After three years
(iv)	Shoes	One pair	Every year. (payment shall be made in cash instead of supplying the article by the University)

(3) Drivers, Bus-Conductors and Gunman, attached to the Vice-Chancellor

Particulars/Pattern	No. of Uniforms	Period
1	2	3

(i)	Summer Uniform (Terrycot): A half-sleeve having a shoulder loops, Trousers and a pair of socks	Two	One, every year
(ii)	Winter Uniform (Woolen): A full-sleeve shirt having shoulder loops, Trousers and a pair of socks	One	After two years interval
(iii)	A pair of metal badges bearing letters "RGNUL Driver"	One pair	
(iv)	Turban (Muslin)/Cap	One	Every alternate year
(v)	Shoes	One pair	Every year. (payment shall be made in cash instead of supplying the article by the University)

Note:

1. All Class-C employees shall be issued summer/winter uniforms. The cost of uniforms shall be as notified the Punjab Govt. from time to time of its own employees. The stitching charges for uniform will be as may be determined by the Vice-Chancellor on the recommendation of the committee to be constituted by him for purchasing the cloths of uniforms and after asserting of the stitching charges.
2. The employees, to whom summer/winter uniform etc. is issued, are expected to be in their full uniform when on duty in the University. In case any of them is found to be not in his/her uniform while on duty; he/she shall render himself/herself liable to disciplinary action, in addition to the stoppage of this facility of uniform to the concerned employee on temporary or permanent basis by the University authorities. The defaulter will also be treated as absent from duty for the days he/she does not wear the uniform.
3. The cost of articles as defined above shall not exceed the maximum ceiling fixed by the Punjab Government for this purpose from time to time.

(4) Recovery of cost of Uniform in case an employee leaves the service or his services are terminated.

(i) Summer Uniforms:

- (a) $\frac{3}{4}$ of the actual cost of uniform in case an employee leaves the service within 6 months.
- (b) $\frac{1}{2}$ of actual cost of uniform in case an employee leaves the service after 6 months but within one year.
- (c) $\frac{1}{4}$ of the actual cost of uniform in case an employee leaves the service after one year but within $1\frac{1}{2}$ year.

(ii) Winter Uniforms:

- (a) $\frac{3}{4}$ of the actual cost of uniform in case an employee leaves the service within one year.
- (b) $\frac{1}{2}$ of actual cost of uniform in case an employee leaves the service after one year but within $1\frac{1}{2}$ years.
- (c) $\frac{1}{4}$ of the actual cost of uniform in case an employee leaves the service after $1\frac{1}{2}$ years but within two years.
- (d) No recovery be made if an employee leaves the service after 2 years.

(iii) Over-Coats

- (a) $\frac{3}{4}$ of the actual cost of over-coat in case an employee leaves the service within one year.
- (b) $\frac{1}{2}$ of the actual cost of over-coat in case of employee leaves the service after one year but within $2\frac{1}{2}$ years.
- (c) $\frac{1}{4}$ of the actual cost of the over-coat in case an employee leaves the service after $2\frac{1}{2}$ years but within 4 years.
- (d) No recovery be made in case an employee leaves the service after 4 years.

(iv) Shoes and Socks

Half the actual cost shall be recovered in case an employee leaves the service within 6 months. However, no recovery shall be made after 6 months.

Note: *No recovery of cost of Uniforms shall be made in the case of 'C' class employees who retire from the University service or die while in service.*

The turban shall be issued only those Security Guards/C-Class employees who wear the turban. Other Security Guards employees shall be issued Cap.

The colour of the uniform shall be as recommended by the Administrative Officer/Security Officer.

The Vice-Chancellor may waive the restrictions laid down as above in a special case.

(Approved by the Executive Council meeting dated 11.03.2014 (Para 20)

6. **RGNUL adopted notification of Government of India for Internal Complaint Committee (ICC) under Section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (Act 14 of 2013).**

(Approved by the General Council at its meeting dated 19.03.2014 Para 12 and amendment approved by the Executive Council at its meeting held on 27.09.2017 Para 8).

7. RGNUL adopted Punjab Civil Services (Punishment and Appeal) Rules, 1970 and the Government Employees (Conduct) Rules, 1966 of the Government of Punjab for *mutatis mutandis* applicable to RGNUL teaching and non-teaching employees, subject to RGNUL Regulations as at present or to be framed and made applicable from time to time. (The Punjab Civil Services (Punishment & Appeal) Rules, 1970, Notification vide No. GSR-87/ConstArt-187, 309 and 318/70 dated 3rd September 1970 – Rules in separate booklet).

(Approved by the Executive Council at its meeting held on 25.01.2016 Para 4)

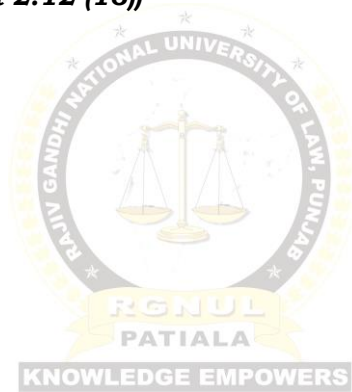
8. RGNUL adopted Punjab Government, Deptt. of Personnel No. 12/151/15-2PP-2/782248/1 dt. 24.06.2016 regarding guidelines for the employees who are availing ex-India leave.

(As approved by the Executive Council in its meeting held on 08.02.2020 Para 14 (Annexure 20 of the Agenda))

9. Charging of Rs. 50/- per document to the Students as well as Staff Members of RGNUL for Binding of Personal Documents.

(Approved by the Executive Council/ Finance Committee at their respective meetings held on 20.06.2020 Para 4 (6))

10. RGNUL adopted Punjab Government notification regarding Employees State Insurance (ESI) Scheme under the Employees State Insurance Act, 1948 for employees of RGNUL, Punjab, whose wage does not exceed of Rs. 21,000/- per month.
(Approved by the Executive Council/Finance Committee at their respective meetings held on 20.11.2020/07.11.2020 Para 3 (7))
11. RGNUL adopt the scheme for Employees Welfare Fund Account for Group B and C for easy loan @ 6% per annum for 12 to 36 easy installments.
(As approved by the Executive Council/Finance Committee dated 20.12.2022 Para 2.12 (13))



Annexure MOU-1

**LIST OF MEMORANDUM OF UNDERSTANDING SIGNED WITH
FOLLOWING INSTITUTION**

Sr. No.	Name of the University/Institute	MOU/Agreement approved by the AC/EC in their respective meetings
(1)	Punjab Technical University, Kapurthala	(MOUs (1) to (5) approved by the Executive Council/Academic Council at their respective meetings held on 06.01.2012 [Para 34 (8, 9, 10, 12 & 13)])
(2)	Fancy Barristers Professional Corporation, Canada	
(3)	Surana International Attorneys, Mylapore, Chennai	
(4)	Institute of Correctional Administration, Chandigarh	
(5)	Women's Study Centre, Punjabi University, Patiala	
(6)	A.P. University of Law, Vishakhapatnam (A.P.)	(MOUs (6) to (13) approved by the Executive Council meeting dated 15.03.2012 (Para 5))
(7)	Indira Gandhi National Open University, New Delhi	
(8)	University of Florida Levin College Law, Vainesville, Florida	
(9)	Dr. Ambedkar University of Law, Chennai	
(10)	NLSIU Bangalore	
(11)	NALSAR University of Law, Hyderabad	
(12)	NLU Delhi	
(13)	CNLU Patna	
(14)	Institute for International Development Studies (IIDS), Ontario International Development Agency (OIDA), Canada and the International Centre for Indisciplinary Research in Law (ICIRL), Laurentian University, Sudbury, Ontario.	(MOU (14) approved by the Executive Council meeting dated 10.01.2013 Para 3)
(15)	LexisNexis, A division of Reed Elsevier India Pvt. Ltd., New Delhi for Publication of RGNUL Law Review (RLR).	(MOU (15)-(16) approved by the Executive Council meeting dated 30.07.2013 Para 11)
(16)	Cambridge Scholars Publishing Company, U.K. for publication of Book on Research Methodology.	

(17)	Laurentian University of Sudbury, Sudbury, Ontario, Canada.	(MOU (17-19) approved by the Executive Council/Academic Council at their respective meetings dated 16.05.2014 Para 2)
(18)	Kathmandu School of Law, Nepal	
(19)	Army Institute of Law, Mohali	
(20)	Australian International Disputes Centre, Sydney, Australia	(MOU (20) approved by the Executive Council/Academic Council at their respective meetings dated 17/18.11.2014 Para 4)
(21)	Maharashtra National Law University, Mumbai	(MOU (21) approved by the Executive Council meeting dated 25.01.2016 Para 10)
(22)	International Justice Mission, Delhi	(MOUs (22) to (25) approved by the Executive Council/Academic Council at their respective meetings held on 16.07.2016 Para 5 (7), 6 (7) and 7 (7))
(23)	Llyod Law College, Greater Noida	
(24)	Northumbria University Newcastle, UK	
(25)	Central University of Punjab Bathinda	
(26)	RGNUJ Joining National Academic Depository (NAD) through Central Depository Service (India) Limited CDSL and to enter into an Agreement with CDSL for undertaking the NAD Project.	(Agreement (26) approved by the Executive Council meeting dated 05.11.2016 Para 15)
(27)	Surana & Surana International Attorneys	(MOU (27) approved by the Executive Council meeting dated 05.11.2016 Para 18)
(28)	IIIDEM, India International Institute Management, Election Commission of India, New Delhi	(MOUs (28) to (29) approved by the Executive Council/Academic Council at their respective meetings held on 30.06.2017 Para 7 (10))
(29)	Maharashtra National Law University, Nagpur	
(30)	National Company Law Tribunal (NCLT)	(MOU (30) approved by the Executive Council meeting dated 27.09.2017 Para 22)
(31)	G.S. Educational Foundation, Panipat	(MOU (31) approved by the Executive Council/Academic Council at their respective meetings held on 20.01.2018 Para 2 (5))

(32)	Pepperdine University, School of Law, Malibu, California	(MOU (32) approved by the Executive Council meeting dated 27.09.2017 Para 2 (7)
(33)	University of Campania Luigi Vanvitelli, Caserta Italy	(MOU (33) approved by the Executive Council/Academic Council at their respective meetings held on 20.01.2018 Para 2 (11)
(34)	National Chung Cheng University (Taiwan)	(MOUs (34) to (37) approved by the Executive Council/Academic Council at their respective meetings dated 07.07.2018 Para 2 (10)
(35)	Oriental Institute of Technology, Taiwan)	
(36)	Soochow University, Taiwan	
(37)	Shu-Te University, Kaohsiung City, Taiwan (ROC)	
(38)	Chandigarh University, Gharuan, Mohali	(MOUs (38) to (42) approved by the Executive Council/Academic Council at their respective meetings dated 07.07.2018 Para 2 (11)
(39)	Swami Vivekanand Subharti University, Meerut (UP)	
(40)	Kalinga University, Raipur, CG	
(41)	Balaji Institute of International Business (BIIB), Pune	
(42)	Asian University, Taiwan	
(43)	INFLIBNET Information and Library Network Centre, An IUC of UG, Infocity, Gandhinagar	(MOU (43) approved by the Executive Council/Academic Council at their respective meetings dated 07.02.2019 (Para 2 (7))
(44)	Peacekeeping and Conflict Resolution Team (The PACT), New Delhi	(MOU (44) approved by the Executive Council/Academic Council at their meetings dated 07.02.2019 (Para 2 (8))
(45)	Punjab Jail Training School, Patiala	(MOU 45) approved by the Executive Council/Academic Council at their respective meetings dated 08.06.2019 Para 2 (5)
(46)	YourDost	(MOU 46) approved by the Executive Council at its meeting dated 08.06.2019 Para 22.
(47)	Himachal Pradesh National Law University, Shimla	(MOU 47-48) approved by the Academic Council on 25.01.2020 Para
(48)	EBC Publishing Pvt. Ltd. Lucknow	

(49)	ICSI, Institute of Insolvency Professionals	15 and Executive Council meeting 08.02.2020 dt. 08.02.2020 Para 2(15).
(50)	Centre for Medication and Conciliation (Bombay Chamber of Commerce and Industry), Mumbai	
(51)	Jagran Lakecity University, Bhopal	MOU approved by the Academic Council meeting dt. 19.06.2020 Para 12 and Executive Council meeting dt. 20.06.2020 Para 3 (12).
(52)	Maharishi Markandeshwar Mullana-Ambala	MOU approved by the Academic Council meeting dt. 19.06.2020 Para 13 and Executive Council meeting dt. 20.06.2020 Para 3 (13).
(53)	Delhi Metropolitan Education, Noida	MOU approved by the Academic Council meeting dt. 19.06.2020 Para 14 and Executive Council meeting dt. 20.06.2020 Para 3 (14).
(54)	School of Legal Studies Central University of Kashmir (Jammu & Kashmir)	MOU approved by the Academic Council/Executive Council meetings dt. 25.03.2021 and 27.03.2021 Para 2 (5).
(55)	Institute of Company Secretaries of India, New Delhi (ICSI)	
(56)	Devi Ahilya University, Indore	
(57)	The Bureau of Police Research & Development, Ministry of Home Affairs, New Delhi	MOU approved by the Executive Council/Academic Council meetings dated 20.09.2021 Para 26 (6).
(58)	Beihai Asia International Arbitration Centre (BAIAC), Singapore	MOU approved by the Executive Council/Academic Council meetings dated 20.09.2021 Para 26 (6).
(59)	Indian Society of Criminology (ISC)	MOU approved by the Executive Council/Academic Council meetings dated 20.09.2021 Para 26 (7).
(60)	Justice Kuldip Prakash Bhandari Foundation, Chandigarh	MOU approved by the Executive Council/Academic Council meetings dated 20.09.2021 Para 26 (20).
(61)	Cyber Law University, New Delhi	MOU approved by the Executive Council/Academic Council meetings dated 29.12.2021/28.12.2021 Para 21(2).

(62)	General Counsels' Association of India New Delhi	MOU approved by the Executive Council/Academic Council meetings dated 29.12.2021/28.12.2021 Para 21(3).
(63)	National Forensic Sciences University (NFSU), Gujarat	MOU approved by the Executive Council/Academic Council meetings dated 29.12.2021/28.12.2021 Para 21(4).
(64)	SAGE Publication India Pvt. Ltd., New Delhi	MOU approved by the Executive Council/Academic Council meetings dated 06.10.2022/07.10.2022 Para (2.6).
(65)	M/s Vidhi Centre for Legal Policy, New Delhi	
(66)	Dr. Harisingh Gour Vishwavidyalaya (A Central University), Sagar, MP	
(67)	IILM University Gurugram, Haryana	
(68)	YCM Solutions OPC Private Limited, Gurgaon, YCM	
(69)	Foundation Futuristic Technologies P. Limited (FFT)	MOU approved by the Executive Council/Academic Council meetings dated 06.10.2022/07.10.2022 Para (2.7).
(70)	Markanda Advocates, Chandigarh and establishment of Dr. P.C. Markanda Chair on ADR at RGNUL with one-time grant of Rs. 25 lac	
(71)	Dr. B.R. Ambedkar University, Delhi	MOU approved by the Executive Council/Academic Council meetings dated 06.10.2022/07.10.2022 Para (2.8).
(72)	Punjab State Information Commission	MOU approved by the Academic Council meeting dated 15.07.2023 (Para 8) and further approved by the Executive Council in its meeting dated 13.02.2024 Para 2(i) (AC-8).
(73)	Insolvency and Bankruptcy Board of India (IBBI)	
(74)	Galgotias University, Greater Noida, Uttar Pradesh	
(75)	Indian Institute of Public Administration, New Delhi	
(76)	Think India, Bangalore	MOU approved by the Academic Council in its meeting dated 08.02.2024 (Para 5) and further approved by the Executive Council in its meeting dated 13.02.2024 Para 2(ii) (AC-5).
(77)	Punjabi Chamber of Commerce and Network, New Delhi	
(78)	S.S. Rana & Co.	
(79)	The University of Birmingham (UoB), UK	
(80)	The Seattle University, United States	
(81)	G.D. Goenka University, Haryana	

(82)	Chanakya National Law University Patna	MOU approved by the Academic Council in its meeting dated 15.05.2024 (Para 6) and further approved by the Executive Council in its meeting dated 21.05.2024 Para 3 (AC-6).
(83)	Damodaram Sanjivayya National Law University, Visakhapatnam	
(84)	G.D. Goenka, University, Delhi NCR	



Annexure-2

FORM OF APPLICATION FOR EX-GRATIA GRANT AND OTHER FACILITIES

Application from the family of

Late Shri/Shrimati _____ employed as
_____ in the office/Department of
_____.

- (1) Name and full address of applicant
- (2) Relationship to the deceased employee
- (3) Circumstances and date of death of the employee
- (4) Three names and ages of surviving relations of the deceased

Name		Age
(5) (a)	Widow/Husband	
(b)	Sons	
(c)	Un-married daughters	
(d)	Widowed daughters	
(e)	Parents wholly dependent on the employee	
(f)	Widowed/unmarried sisters	
(g)	Any other relevant information	

(Signature of Applicant)

Place: _____

Date: _____



RAJIV GANDHI NATIONAL UNIVERSITY OF LAW, PUNJAB

(Establishment under the Punjab Act No. 12 of 2006)

(Accredited with 'A' Grade by NAAC)

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