

UNIVERSITY FINANCIAL (AMENDMENT) REGULATIONS, 2001

This code of regulations is codified to regulate the financial transactions of the University and for management of financial matters including maintenance of records, preparing accounts including compiling annual accounts and undertaking the audit of accounts and matters incidental thereto.

Chapter I: General Provisions

II/Reg/1: Title of the Regulations: The title of the Regulations is "The University Financial (Amendment) Regulation, Regulations No. II of 2001."

II/Reg/2: Application: The Regulations are applicable in all financial transactions, records, accounts, audit and all incidental matters relating to financial management of the University as are applicable to each of these issues.

II/Reg/3: Jurisdiction and upkeep of records: All records, vouchers, books of accounts, and other documents are to be maintained by the University at its Head Quarter and shall be governed by the Jurisdiction of University.

Provided that the Executive Council may require that original copy of any record of a School be kept at the place where the school is situated and a photocopy of the same, attested by the Registrar be maintained at the University Office at the Head quarter.

II/Reg/4: Interpretations: Unless otherwise meant in the text, the following terms used in the Regulations shall be interpreted as follows:

- (a) 'University' means 'The National Law University, Jodhpur'
- (b) 'Registrar' means Registrar of the University.
- (c) 'Accounts Officer' means all officers responsible to maintain the financial records of the University and includes, Finance Officer, Deputy Finance Officer, Accounts Officer and Assistant Accounts Officer.
- (d) 'Books of Accounts' means and includes all books of primary entries and Books of accounts, i.e., ledgers and includes records of cash transaction, assets and liabilities, inventories, personal accounts and University Funds.
- (e) 'Vice Chancellor' means the Vice Chancellor of the University.
- (f) 'Regulation', means individual entry in the University Financial Regulations, i.e., Regulation II of 2001.
- (g) 'Regulations' means Regulations II of 2001.
- (h) 'Annual Accounts' means Annual Accounts mentioned in Statute 24 of the National University, Jodhpur Act (Act 22 of 1999) and includes Receipts and Payments Accounts; Income and Expenditure Accounts, Statement of affairs; and the University Fund Account.
- (i) 'Audit means external audit by a reputed firm of chartered accounts appointed by the Executive Council.

Chapter II: Accounting System

II/Reg/5: Annual Financial Year: The Annual accounting period for the University shall be between April 1, and March 31.

II/Reg/6: System of accounting: The Account shall be kept on double entry system in English on approval basis.

II/Reg/7: Books of Account to be Kept: The University shall maintain the following books of accounts:

- (a) Cash book to record cash transactions;
- (b) Books for recording assets and liabilities including Register for inventories;
- (c) Books for recording fees to be collected from the students on various heads of accounts and records for the faculty members and the administrative staff.
- (d) Appropriate day book necessary for credit transactions; and
- (e) Ledger containing accounts.

II/Reg/8: Person in charge of the accounting section responsible for keeping the books of account: The officer of the University appointed by the University from time to time under the supervision of the Registrar required to be the head of the department of finance and accounts, shall be responsible for keeping the books of accounts and financial records.

II/Reg/9: Monthly Accounts: The Accounts Officer shall prepare monthly receipts and payments account both on revenue and capital head and income and expenditure account and the same shall be placed within 15 days before the Vice Chancellor for approval.

II/Reg/10: Semi-annual Accounts: The Accounts Officer shall prepare semi-annual receipts and payments account, income & expenditure account and statement of assets and liabilities within thirty days and get it audited by independent auditor appointed by the Executive Council for such purposes, which shall be signed by the Registrar and the Vice Chancellor before being tabled in the ensuing Executive Council meeting for approval.

II/Reg/11: Annual Accounts: (i) The annual audited final accounts and the annual report shall be prepared by the accounts officer and signed by the Registrar and the Vice Chancellor within 60 days from the completion of the financial year and shall be placed in the ensuing Executive Council meeting for approval and recommending the same to the General Council.

(ii) The annual audited accounts and report shall be placed before the General Council for approval.

Explanation: The annual account shall comprise the annual receipts and payments account, income and expenditure account and statement of assets and liabilities.

II/Reg/12: University Auditor: The Executive Council shall appoint an independent practicing Chartered Accountant to audit the accounts of the University on annual basis, on

such terms and conditions as may be stipulated by the council and mutually agreed upon.

II/Reg/13: Remarks of the Auditor in the annual accounts: The Registrar shall prepare in consultation with the Accounts Officer explanations on remarks made by the auditor in the annual accounts and place the same before the Executive Council.

Chapter III: Funds of the University

II/Reg/14: Capital Receipts: All receipts from grants, endowments and donations shall be deposited in the Capital fund of the University, which are to be kept in a scheduled bank under suitable heads of account and shall be used only for the purposes for which the Executive Council has accorded prior sanction.

Provided that Vice Chancellor in exercise of his special power may use such amount for the purpose for which funds were not made available in the event of immediate need and shall place the matter before in the ensuing Executive Council meeting for ratification.

II/Reg/15: Revenue Receipts: All revenue receipts from the students on account of collection of fees, rental charges and other fees charged including penalty, fine and interest accrued by the University from time to time shall be kept in the University fund and kept in bank accounts in Scheduled Banks under suitable heads of account.

II/Reg/16: Mode of Receipts: All receipts to the University are to be collected by the University by way of drafts/cheques as far as practicable. *Provided* that the same can be directly paid to University account under appropriate head and the bank shall communicate such information within the next day.

II/Reg/17: Revenue Payments: The Executive Council may authorize the Registrar to incur expenditure in revenue heads within the prescribed limits of the budget.

II/reg/18: Salary Register: A salary register shall contain the following forms or such other forms as may be directed by the Vice Chancellor:

- (i) Serial No.
- (ii) Name and designation
- (iii) Basic Pay
- (iv) DA
- (v) HRA
- (vi) CCA
- (vii) Other Allowances
- (viii) Total Salary
- (ix) Income Tax
- (x) Provident fund
- (xi) Other recoveries
- (xii) Total deduction
- (xiii) Net Salary

II/Reg/18: Authentication of expenditure: All vouchers for expenses shall be signed by the Registrar and approved by the Vice Chancellor before the expenses are incurred. *Provided* that a voucher for an expenditure of Rs. 2000/- may be signed by such other officer as may be authorized by the Registrar and approved by the Vice Chancellor.

II/Reg/19: Mode of Payment: All payments shall be ordinarily be made by cheques or draft.

II/Reg/20: Imprested Account:

- (i) An amount of Rs. 25000/- shall be given as advance to cashier of the university to meet out day to day contingent exp. of the university
- (ii) 2000/- shall be the maximum amount which can be paid from this Imprested amount upon authorization from the Registrar or any other officer as may be decided by the Registrar.
- (iii) The Imprested amount shall be recouped on the submission the expenses to the Vice Chancellor.

II/Reg/21: Operation of Bank Accounts Excepting the contingency in imprested fund account all other bank deposits shall be jointly operated by: (a) The Registrar and the Accounts Officer, if the amount does not exceed Rs. 25,000/- and (b) The Registrar and the Vice Chancellor, if the amount exceeds Rs. 25,000/-.

Provided that in the absence of the designated officer, the Vice Chancellor may authorize any other officer of the University to sign the cheques as a joint signatory.

II/Reg/22: Authentication of Accounts: The accounts shall be authenticated as follows-

- (a) The cash balances must be closed everyday and signed by the Accounts officer, which shall be checked and verified by the Registrar weekly.
- (b) All books of accounts should be balanced at the end of every month, which shall be verified and signed by the Registrar.
- (c) On going communication expenses shall be verified on the day-to-day basis by the Accounts Officer.

Chapter IV: Properties and Assets of the University

II/Reg/23: Properties and assets: All properties and assets of the University including documents digital signatures, securities and other important deeds and documents shall stand in the name of National Law University and be held in trust by the Registrar under the supervision of the Vice Chancellor.

II/Reg/24: Finance Committee: The finance committee of the University is authorized to inspect the books of accounts and hold enquiry at any time in any financial matter as and when required by the Executive Council from time to time.

II/Reg/25: Authorization of receiving endowments: The Vice Chancellor may receive donations or endowments for and on behalf of the University from Corporate Sector, Indian and Foreign, Public at large and such other bodies as are specially constituted for that purpose for specific purpose but without any other conditionality.

Provided that in the event of any condition from funding agency/institution/person, the matter shall be placed before the Executive Council.

Provided further that use of the name of the funding agency/institution/person attached to the object shall not be considered as condition.

Provided further that such funds shall be made available in entering into a formal Memorandum of Understanding, which shall be signed by the Registrar.

II/Reg/26:

Procurement of Goods, Services, Execution of Works and Purchase of Books etc.*

A. Procurement of Goods

Any article, material, commodity, livestock, furniture, fixture, raw material, spare, instrument, machinery, equipment shall be purchased only after the approval of appropriate authority through one of the methods mentioned hereunder.

Provided that books, publications, periodicals for library shall be purchased in accordance with the rules for procurement of books etc.

It is further provided that after the prior approval of appropriate authority and recording of specific reasons, goods may also be purchased on single quotation basis, considering the urgency and nature of requirement.

[Note: Appropriate Authority in case of purchase up to Rs. 25,000/- will be the Registrar; for purchases above Rs. 25,001/- to Rs. 3,00,000/- will be Vice-Chancellor and in case of purchase of more than Rs. 3,00,000/- Deans and Directors Committee of the university]

I. Purchase through approved rates: No Change

II. Purchase of goods where approved rates are not available:

a) Purchase of goods up to Rs. 25,000/-

The University may purchase any goods of worth upto Rs. 25,000/- through market survey or on single quotation basis.

b) Purchase of goods of more than Rs. 25,000/- but less than Rs.3,00,000/- (Rupees Three Lacs)

Any goods of worth more than Rs. 25,000/- but less than Rs.3,00,000/- shall be purchased after inviting quotation from at least three suppliers/firms dealing in the said item(s).

Provided that with the prior approval of appropriate authority and recording of appropriate reasons, any goods may be purchased on a single quotation basis, considering the urgency and nature of requirement of such goods.

c) Purchase of goods of more than Rs. 3,00,000/- (Rupees Three Lacs)

Any goods of worth more than Rs. 3,00,000/- shall be purchased after inviting expression of interest/quotation through publication of advertisement in local newspaper and on university website.

* Amended by resolution of XXIIIrd meeting of the Executive Council

Provided that with the prior approval of appropriate authority and recording of appropriate reasons, any goods may be purchased on a single quotation basis, considering the urgency and nature of requirement of such goods.

B. Procurement of Services and Execution of various works

Procurement of any service(s) shall be carried out, with the approval of appropriate authority after submission of requirement of service(s) by the concerned department/section, through one of the methods mentioned hereunder.

Any work required to be done by the University shall be executed through one of the methods mentioned in this rule, with the approval of appropriate authority.

Provided that any work which is being executed by a Government agency shall not be governed by these rules.

[Note: Appropriate Authority in case of total amount involved for the period of service(s) to be rendered or the work to be executed is upto Rs. 25,000/-, will be the Registrar, for cases for service/works above Rs. 25,001/- to Rs. 3,00,000/- will be Vice-Chancellor and in case of more than Rs. 3,00,000/- Deans and Directors Committee of the university]

I. Procurement/Execution through approved rates: No Change

II. Procurement/ Execution where approved rates are not available:

1. In cases where the total amount involved, for the whole period of service(s) to be rendered or the total cost of work, is up to Rs. 25,000/-, service(s)/work may be procured/executed on the basis of a single quotation from supplier/firm dealing in the said service(s)/item.
2. In cases where the total amount involved, for the whole period of service(s) to be rendered or the total cost of work, is more than Rs. 25,000/- but less than Rs. 3,00,000/-, service(s)/work may be procured/executed after inviting quotation from at least three suppliers/firms dealing in the said service(s).

Provided that the university may procure the services/work in accordance with the recommendations of duly constituted committee for specific service(s)/work required. The said committee shall conduct a market survey to obtain quotations in a sealed envelope from at least three suppliers/firms dealing in the same kind of services.

It is further provided that with the prior approval of appropriate authority and recording of appropriate reasons, any goods may be purchased on a single quotation basis, considering the urgency and nature of requirement of such goods.

3. In cases where the total amount involved, for the whole period of service(s) to be rendered or works to be executed, is more than Rs. 3,00,000/-, the service(s)/work may be procured/executed by inviting expression of interest/quotation through publication of advertisement in local newspaper and on university website.

I. Procurement/ Execution through approved rates:

- i. The university shall invite quotations through advertisement in local newspaper and on university website, for procurement of service, hiring of equipment, vehicle, or execution of work of any type, which are frequently required in day to day affairs of the university. The rates of firm(s)/supplier shall be approved for particular item(s)/service(s) during the specified period for which the quotation is called.
- ii. The University may call lowest three bidders for negotiation, if it deems appropriate.
- iii. The University may call/ visit the firm/supplier(s) to ensure the reliability, timely and proper supply of required service/item.
- iv. Where for any service/work, less than three suppliers have submitted the rates, the said item shall be procured by the university through market survey as and when required.
- v. Approved rates may be extended for a further period with the mutual consent of both the parties (i.e. supplier and University).
- vi. The University may reject the bid/quotation submitted by any supplier or firm, after recording the reasons for the same in consultation with and approval of appropriate authority.

II. Procurement/ Execution where approved rates are not available:

1. In cases where the total amount involved, for the whole period of service(s) to be rendered or the total cost of work, is up to Rs. 10,000/-, service(s)/work may be procured/executed on the basis of a single quotation from supplier/firm dealing in the said service(s)/item.
2. In cases where the total amount involved, for the whole period of service(s) to be rendered or the total cost of work, is more than Rs. 10,000/- but less than Rs. 2,00,000/-, service(s)/work may be procured/executed after inviting quotation from at least three suppliers/firms dealing in the said service(s).

It is further provided that the university may procure the services/work in accordance with the recommendations of duly constituted committee for specific service(s)/work required. The said committee shall conduct a market survey to obtain quotations in a sealed envelope from at least three suppliers/firms dealing in the same kind of services.

3. In cases where the total amount involved, for the whole period of service(s) to be rendered or works to be executed, is more than Rs. 2,00,000/-, the service(s)/work may be procured/executed by inviting expression of interest/quotation through publication of advertisement in local newspaper and on university website.

- III. The University may reject the bid/quotation submitted by any service provider or firm, after recording the reason for the same in consultation with appropriate authority.
- IV. Annual maintenance/ service of equipment may be given to its manufacturers without following the above mentioned procedure.
- V. It is further provided that with the prior approval of appropriate authority and mentioning of appropriate reasons, any service(s)/works may be procured/ executed on a single quotation basis, considering the urgency and nature of requirement.

C. Procurement of Books etc.

i. For Purchase of Books up to Rs. 25,000/-

The University may purchase books upto Rs. 25,000/- after the approval of appropriate authority without inviting quotations from suppliers or with a single quotation.

ii. For Purchase of Books more than Rs. 25,000/- but less than Rs. 3,00,000/-

Books more than Rs. 25,000/- in worth but less than Rs. 3,00,000/- shall be purchased, on and after the recommendation of Library Committee of the University, after taking quotations for best discount from at least three suppliers/firms.

iii. For Purchase of Books of more than Rs. 3,00,000/- (Rupees Three Lacs)

Books of worth more than Rs. 3,00,000/- shall be purchased after inviting expression of interest/quotation for best discount through publication of advertisement in local newspaper and on university website and after the recommendation of Library Committee of the University.

It is further provided that upon the recommendation of Library Committee of the University and after the prior approval of appropriate authority and recording of reasons, books may be purchased on a single quotation basis or ecommerce portal, considering the urgency of requirement.

In case of urgency of requirement, on recommendation of Chairperson, Library Committee and after prior approval of appropriate authority, books may be purchased from

- i. ecommerce portals,
- ii. on single quotation basis or
- iii. directly from the publisher.

However, such purchases will be limited to the amount of Rs. 50000/- per month.

[Note: Appropriate Authority in case of purchase up to Rs. 10,000/- will be the Registrar; for purchases above Rs. 10,001/- to Rs. 2,00,000/- will be Vice-Chancellor and in case of purchase of more than Rs. 2,00,000/- Deans and Directors Committee of the university]

Chapter V: Pay and allowances

II/Reg/27: Pay and Allowances for Tenure Staff: The University shall have National Pay Scales for its Tenure/Regular Teaching Faculty and Central Government Pay Scales for Lower Management and Office Administrative Services. University Administrative Services on Regular/Tenure basis shall be entitled to equivalent scale of the teaching faculty.

II/Reg/28: Pay to the Contract Staff: The University may appoint Teaching Faculty and On Teaching Staff on Contract basis on such terms and conditions as may be recommended by the Vice Chancellor and approved by the Executive Council.

II/Reg/29: Financial terms of the Visiting Faculty: The University may invite visiting faculty with appropriate faculty rank on such terms and conditions as may be recommended by the Vice Chancellor and approved by the Executive Council.

II/Reg/30: Allowances: The tenure staff shall be entitled to House Rent, City Compensatory Allowance and Dearness Allowance as per the Central Government Rules.

II/Reg/31: Deleted in the Executive Council of the University in its XXXII meeting dated 16.01.2021 vide Notificaiton dated 05.02.2021.

II/Reg/32: Casual Staff: The Registrar may appoint casual staff on the day-to-day basis with the prior approval of the Vice Chancellor on such terms as may be fixed by the Vice Chancellor.

II/Reg/33: Entitled Mode of Travel[†]

A. Travel with in Country

Whenever university members (faculty and staff) of the university going (with the prior approval of The Vice Chancellor) on official duty for official purpose, or to attend conference/seminar/symposium etc., as nominated by the University and approved by the Vice Chancellor, shall be entitled for reimbursement of travelling exp. For following mode of travel:

1. Journey performed by Air/Train

- i) The Vice Chacellor shall be reimbursed with Air Travel Executive Class.
- ii) The Registrar, Professor, Faculty/Officer with AGP/GP of Rs. 10,000/- or more shall be reimbursed with Air Travel Economy Class or AC First Class.
- iii) Faculty/Officer/Staff with AGP/GP of Rs. 5,400/- to 9,000/- shall be reimbursed with AC Second Class.
However in exceptional cases reimbursement of traveling exp. for Economy Class Air Expenses may be sanctioned by the Vice Chancellor.
- iv) Faculty/Officer/Staff with AGP/GP of Rs. 4,200/- to 4,800/- shall be reimbursed with III AC/Sleeper Class.
- v) Staff with GP of Rs. below 4,200/- shall be reimbursed with Sleeper Class Train fare.

Reimbursement of Local conveyance:

University may reimburse the amount spent on local conveyance by university official/faculty/staff/guests/members of councils etc as follows:

1. If the documents for local conveyance are available, actual amount of exp. shall be reimbursed.
2. If the documents for local conveyance are not available then fixed amount @ Rs. 12/- per k.m. shall be paid for the actual distance, from official/residential location to Railway Station/Airport/Bus Stand, as the case may be.

[†] Amended by resolution of 31st meeting of the Executive Council

2. Journey performed by Road (Own Car/hired taxi)

- i) Faculty/Officer/Staff with AGP/GP of more than Rs. 5,400/- shall be reimbursed with AC/Non AC Taxi charges @8.00 to 10.00 per K.M. (for actual K.M. of journey performed)
- ii) Staff with AGP/GP of below Rs. 5,400/- shall be reimbursed with Non AC Taxi charges @ 5.00 per K.M.(for actual K.M. of journey performed)

Provided that for every claim of reimbursement of travel expenditure for journey performed the hired car, original document relating to actual performance of journey shall be required to submit and in case of journey by own car original document/self certificate shall be required to submit. In any circumstances reimbursement shall not exceed actual amount spent on journey.

Further provided that The Vice Chancellor may sanction reimbursement of traveling of faculty/officer/staff higher than the actual entitlement considering the exceptional circumstances.

B. International Travel

Whenever a member (faculty/staff) of the University permitted by the Vice Chancellor considering interest of the University, goes out of country, expenditure of Economy Class Air-fare may be reimbursed in accordance with the following rules

1. The Faculty Members would be eligible to apply for re-embursement for travel to foreign countries for attending Seminars, Conferences, Worskshops etc. once in five years only;
2. Partial/one-way re-embursement may be provided by the University upon successful participation; and
3. The maximum limit of Rs. 30,000/- be kept for such re-embursement.
4. The Vice Chancellor shall be entitled for economy class air fare.

II/Reg/34: Daily Allowance/Accommodation[‡]

- i. The Vice Chancellor shall be entitled for all actual expenditure.
- ii. The Registrar shall be reimbursed with Accommodation charges up to 5,000/- per day (8,000/- in case of metro city i.e. Delhi (including NCR), Mumbai, Chennai, Kolkata, Hyderabad and Bangaluru) and Daily/Food allowance of Rs.1500 per day.
- iii. Professor, Faculty/Officer in pay matrix level of 14 or above (Grade pay of Rs. 10,000/- or more) shall be reimbursed with Accommodation charges up to 5000/- per day (8,000/- in case of metro city i.e. Delhi (including NCR), Mumbai, Chennai, Kolkata, Hyderabad and Bangaluru) and Daily/Food allowance of Rs.1500 per day.
- iv. Faculty/Officer in pay matrix level of 11 to 13A (Grade pay of Rs. 6,600/- to 9,000/-) shall be reimbursed with Accommodation charges up to Rs.4000/- per day (6,000/- in case of metro city i.e. Delhi (including NCR), Mumbai, Chennai, Kolkata, Hyderabad and Bangaluru) and Daily/Food allowance of Rs.1500 per day.
- v. Faculty member in pay matrix level of 10 (Grade pay of Rs.6,000/-) or Teaching Assistant shall be reimbursed with Accommodation charges up to Rs.3000/- per day (Rs.4500/- in case of metro city i.e. Delhi (including NCR), Mumbai, Chennai, Kolkata, Hyderabad and Bangaluru) and Daily/Food allowance of Rs.1500 per day.
- vi. Employee in pay matrix level of 06 to 09 (Grade pay of Rs. 4,200/- to 5,400/-) shall be reimbursed with Accommodation charges up to Rs.2000/- per day (Rs.2500/- in case of metro city i.e. Delhi (including NCR), Mumbai, Chennai, Kolkata, Hyderabad and Bangaluru) and Daily/Food allowance of Rs.1000 per day.
- vii. Staff in pay matrix level up to 5 (Grade pay Below Rs. 4,200/-) shall be reimbursed with Accommodation charges up to Rs.1500/- per day (Rs.2000/- in case of metro city i.e. Delhi (including NCR), Mumbai, Chennai, Kolkata, Hyderabad and Bangaluru) and Daily/Food allowance of Rs.1000 per day.

Note:

In case of accommodation charges reimbursement shall be made after submission of original document for actual expenditure.

1. Reimbursement shall not be made more than actual expenditure.
2. Reimbursement shall not be made for accompanying person.

[‡] Amended by the resolution vide Agenda Item No.2.6 of 38th meeting of the Executive Council, convened on 27.07.2024.

3. Daily/food allowance shall be calculated for the entire absence from headquarter, i.e. starting with departure from headquarter and ending with arrival at headquarter.
4. Full daily allowance may be granted for each completed calendar day of absence from headquarters reckoned from midnight to midnight. For absence from headquarter for less than twenty four hours, the daily/food allowance will be admissible as follows:
- 5.

Less than 6 hours' absence from headquarter	Nil
More than 6 hours but less than 12 hours' absence from headquarter	50% of above mentioned rate
More than 12 hours' absence from headquarter	100% of above mentioned rate

II/Reg/35/1: Empowerment:[§] Members of the Faculty both tenure and non-tenure can provide consultancy services provided that they are not entitled to establish any separate consultancy centers outside the University and take consultancy work from their University Office. Any consultancy work undertaken must be communicated to the Vice Chancellor and is done with the prior approval of the Vice Chancellor and all consultancy service charges to be received through the University.

(Definition: Sponsored Research Projects (involving Research grants from International and/or National agencies) (See **Appendix-I**)

The research project costing is based on the following component charges:

- A. **University overheads (UO):** University Overheads will be charged at the rate of 30% of the total project cost. However, the amount of UO may vary depending on the norms to be adhered to in respect of different funding agencies. University overheads cover the infrastructure and other facilities provided by the University for the proper execution of the project/assignment.
- B. **Total Expenditure (TE):** It will consist of following components:
 - a) **Honorarium for Principal Investigator and other co-investigators:** This refers to the charges payable to the faculty members (Principal Investigator and other co-investigators) of the University for their time and efforts in the execution of the project. The honorarium payable to the faculty members (Principal Investigator and other co-investigators) should be expressly stated in the project proposal, and once the project is awarded and some agreement or MoU is entered into between the University and the funding agency, thereafter no changes can be made, except by a mutual agreement.
 - b) **Project staff stipend/Honorarium (PSS):** This refers to the stipend/honorarium payable to temporary staff employed specifically for the project which shall be determined by the PI in accordance with the rules of sponsor agency.
 - c) **Operational Expenses (OE):** These include expenses incurred on consumables, contingencies, travel and daily allowance, honoraria for students and non-teaching staff (if required) and all other expenses related to the research project incurred during the course of project by the PI and/or other members of the Project team.
 - d) **Materials/books/equipment:** This will include charges for the purchase of specific books/equipment/materials for implementation of research projects to be determined by the PI.
2. **Total cost of the Project (TC):** The Total Project Cost shall be computed as per: $TC = UO + TE$.

II/Reg/35/2: The cost of consultancy Assignments/University Assignments shall have following component charges:

(Definition: Consultancy Assignments: Where the grant for the purposes of any assignment has been secured by a Faculty Member from any External Funding agency)

(See **Appendix-II**)

University Assignment: Such as Capacity Building Programmes, Trainings, Workshops, etc. for identified participants of institution/corporations/governmental agencies/other organisations, upon payment of fees, aimed at enhancing skills and improving specific aspects of personnel, business or organisation)

- A. **University overheads (UO):** University overheads will be charged at the rate of 30% of the total cost of the consultancy assignment. However, the amount of UO may vary depending on the norms to be adhered to in respect of different funding agencies. University overheads cover the infrastructure and other facilities provided by the University for the proper execution of the project/assignment.
- B. **Total Expenditure (TE):** It will consist of following components:
 - a) **Project staff salaries:** This refers to the salaries payable to the temporary staff employed specifically for the project/assignment.
 - b) **Operation Expenses:** These include expenses incurred on consumables, contingencies, travel and daily allowance, honoraria for students and non-teaching staff (if required) and all other expenses related to the consultancy project.

[§] Amended by the resolution vide Agenda Item No.2.6 of 38th meeting of the Executive Council, convened on 27.07.2024.

- c) **Materials/books/equipment:** This will include charges for the purpose of specific books/equipment/materials for implementation of consultancy projects.
- d) **Miscellaneous:** This includes expenses not covered by the above heads.
- C. **Service Tax (ST):** Service tax and other taxes, as applicable, shall be provided for in the project cost.
- D. **Consultancy Fees/charges (CF):** This refers to the fees payable to the faculty members (Principal Consultant and other co-consultants, if any) of the University for her/their time and efforts in the execution of the project depending upon several factors such as time spent, the importance of the advice and the experience of the faculty etc.

Financial Incentives in lieu of Consultancy Assignments Fees/Charges: The University-Faculty ratio shall be spelt out in the original proposal. Once an agreement/MoU is entered into between the University and the funding agency, thereafter no changes can be made concerning the quantum of financial remuneration or other matters, except by a mutual agreement. The Consultancy Fee (CF) shall be divided between the University and Principal Consultant (PC and other consultants, if any) in the following ratio:

TOTAL VALUE/COST OF THE CONSULTANCY ASSIGNMENT	SHARE OF THE UNIVERSITY	EXPENDITURE INCURRED TOWARDS THE SUCCESSFUL COMPLETION OF THE ASSIGNMENT/ PROJECT (INCLUDING THE SHARE OF THE PRINCIPAL, FACULTY CONSULTANT AND OTHER CONSULTANTS, IF ANY)
Upto Rs. 40 Lakh	30 %	70 %
Above Rs 40 Lakh	30 %	70%

Total cost of the Consultancy Assignment/Project (TC): $TC=UO+TE+CF+ST$.

II/Reg/36: Honorarium**

- (1) Sitting fee to external members of statutory bodies to attend meeting (online/offline) shall be paid @ Rs. 3,000/- per meeting subject to a maximum of Rs. 5,000/- per day for more than one meeting in a day
- (2) **Honorarium to Guest Faculty**
Guest Faculty for taking classes in the university shall be paid honorarium @ Rs. 1,000/- per period/class subject to a maximum of Rs. 48,000/- per month. Any other amount/allowance e.g. conveyance/other shall not be paid

Reg/36 (2) (a)

Honorarium to Visiting Faculty (Foreign) for teaching a Special or Certificate Course in block teaching:

- (i) **Visiting Faculty (Foreign)**
- Economic Airfare
 - Free Accommodation
 - Honorarium as per provisions of Reg.-36(4)(a)(i)

Honorarium to Visiting Faculty (Indian) for teaching a Special or Certificate Course in block teaching:

- (ii) **Visiting Faculty (Indian)**
- Economic Airfare
 - Free Accommodation
 - Honorarium as per provisions of Reg.-36(4)(a)(ii)
- (iii) **Visiting Faculty (Indian/for block teaching)**
- Economic Airfare
 - Free Accommodation
 - Honorarium of Rs.1.00 lac per section for a full course in block teaching.

** Amended by the resolution vide Agenda Item No.2.6 of 38th meeting of the Executive Council, convened on 27.07.2024.

- (3) Honorarium to external expert to attend meeting(online/offline) of selection/review committee:
- If candidates are less than 10: Rs. 5,000/- per day.
 - If candidates are more than 10: Rs. 10,000/- per day.

Reg/36 (4) (a) (i) Honorarium amount for Resource Persons (Foreign) invited by the University:

<u>CATEGORY OF RESOURCE PERSON</u>	<u>DETERMINATION CRITERIA</u>	<u>AMOUNT</u>
Category 'A'	Vice-Chancellor/Senior Professor/Professor/Any individual engaged in any area of Professional Engagement with demonstrable professional experience of <u>Twenty years(20)</u> or more	USD 200 per day or a higher amount as approved by the Hon'ble Vice-Chancellor
Category 'B'	Associate Professor or equivalent position/Any individual engaged in any area of Professional Engagement with demonstrable professional experience of <u>Fifteen years(15)</u> or more	USD 150 per day or a higher amount as approved by the Hon'ble Vice-Chancellor
Category 'C'	Assistant Professor or equivalent position/Any individual engaged in any area of Professional Engagement with demonstrable professional experience of <u>Ten years(10)</u> or more	USD 100 per day or a higher amount as approved by the Hon'ble Vice-Chancellor

Reg/36/4 (a)-(ii) Honorarium amount for Resource Persons (Indian) invited by the University:

<u>CATEGORY OF RESOURCE PERSON</u>	<u>DETERMINATION CRITERIA</u>	<u>AMOUNT</u>
Category 'A'	Vice-Chancellor/Senior Professor/Professor/Any individual engaged in any area of Professional Engagement with demonstrable professional experience of <u>Twenty (20) years</u> or more	INR 6,000/hour or a higher amount as approved by the Hon'ble Vice-Chancellor
Category 'B'	Associate Professor/Any individual engaged in any area of Professional Engagement with demonstrable professional experience of <u>Fifteen (15) years</u> or more	INR 5,000/hour or a higher amount as approved by the Hon'ble Vice-Chancellor
Category 'C'	Senior Assistant Professor/Assistant Professor/Any individual engaged in any area of Professional Engagement with demonstrable professional experience of <u>Ten (10) years</u> or more	INR 4,000/hour or a higher amount as approved by the Hon'ble Vice-Chancellor
Category 'D'	Any individual engaged in any area of Professional Engagement with demonstrable professional experience of <u>less than Ten (10) years</u>	INR 2000/hour or a higher amount as approved by the Hon'ble Vice-Chancellor

Reg/36(4)-(b) (i) Cost of Short-Term Training Programmes (Less than One Week:

(Definition: Short-Term Training Programmes such as Short-term Certificate courses, Diploma Courses, Faculty Development Courses, Seminars, Webinars, Symposiums, Bootcamps, etc which are brief and focussed academic programs covering specific and specialised topics through expert lectures, panel discussions and group exercises aimed at knowledge dissemination and skill development of external participants) (See **Appendix-III**)

The cost of STP shall have following component charges:

- University overheads (UO):** University overheads will be charged at the rate of 20% of the total revenue generated from the STP, after deducting total expenditures. University overheads cover the infrastructure and other facilities provided by the University for the proper execution of the STP.
- Total Expenditure (TE):** It will consist of following components:
 - Project staff salaries:** This refers to the salaries payable to the temporary staff employed specifically for the STP.
 - Operation Expenses:** These include expenses incurred on consumables, contingencies, travel and daily allowance, honoraria for students and non-teaching staff (if required) and all other expenses related to the STP.
 - Materials/books/equipment:** This will include charges for the purpose of specific books/equipment/materials for implementation of STP.
 - Miscellaneous:** This includes expenses not covered by the above heads.

- C. **Coordinator Honorarium (CH):** This refers to the honorarium payable to the faculty members (Chief Coordinator and Coordinators, if any) of the University for her/their time and efforts in the execution of the STP depending upon several factors such as time spent, the importance of the advice and the experience of the faculty etc.
- D. **Financial Incentive in lieu of Consultancy Assignments Fees/Charges:** The University-Faculty ratio shall be spelt out in the original proposal. Once the STP proposal is approved by the Hon'ble Vice-Chancellor, thereafter no changes can be made in the quantum of financial remuneration or other matters. The Coordinator Honorarium (CH) shall be divided between the University and Chief Coordinator (CC and other Coordinators, if any) in the following ratio:

TOTAL REVENUE GENERATED FROM THE STP	SHARE OF THE UNIVERSITY	EXPENDITURE INCURRED TOWARDS THE SUCCESSFUL COMPLETION OF THE ASSIGNMENT/ PROJECT (INCLUDING THE SHARE OF THE PRINCIPAL, FACULTY CONSULTANT AND OTHER CONSULTANTS, IF ANY)
Upto Rs. 10 Lakh	20 %	80 %
Above Rs 10 Lakh	30 %	70 %

E. **Total cost of the STP (TC):** $TC = UO + TE + CH$.

Reg/36/5 Participation by Faculty Members in Conferences/Seminars

- a) **International Conferences/Seminars (organised Abroad):** Participation by Faculty Members (as Participants/Presenters/Panellists/Resource Persons etc.) in International Conferences and/or Seminars, would be supported by the University once in every 02(two) years, subject to the approval by the Hon'ble Vice-Chancellor. The University shall cover full return airfare by the economy class of the Faculty Member. Besides the return airfare, other admissible and approved expenditures towards the event such as registration fees, accommodation (if not provided by the Host), etc shall also be covered subject to a maximum amount of Rs 50,000 [Rupees Fifty Thousand only]. Charges for travel, accommodation and food shall be calculated as per Regulation-33 and 34 respectively.
- b) **National Conferences/Seminars (organised within India):** Participation by Faculty Members (as Participants/Presenters/Panellists/Resource Persons etc.) in National Conferences and/or Seminars, would be supported by the University once every Academic year, subject to the approval by the Hon'ble Vice-Chancellor. The University shall cover full return airfare by the economy class of the Faculty Member. Besides the return airfare, other admissible and approved expenditures towards the event such as registration fees, accommodation (if not provided by the Host), etc shall also be covered subject to a maximum amount of Rs 30,000 [Rupees Thirty Thousand only]. Charges for travel, accommodation and food shall be calculated as per Regulation-33 and 34 respectively.
 - (i) The application along with the letter of invitation/acceptance of the paper should be submitted to the Hon'ble Vice-Chancellor, who will permit and approve the participation. Upon the completion of the said event, the Faculty Member would be required to submit the abstract including the final paper along with the participation certificate. The faculty member will be required to present the Paper/Research Work in the Faculty Seminar organised by the University.
 - (ii) Upon nomination of a Faculty Member by the Hon'ble Vice-Chancellor to attend/participate/ represent the University at any International/National Conference, Seminar, Colloquium or any other Academic or Administrative event, the actual expenditure as per Clause (b) relating to travel, registration and lodging shall be covered upon approval.
 - (iii) **Savings Clause:** The Hon'ble Vice Chancellor shall have the power to decide upon any ambiguities or disputes relating to application and interpretation of these Rules. Moreover, Hon'ble Vice Chancellor shall also have the power to waive application of these rules under exceptional circumstances.

Reg/36 (6) To, facilitate and nurture a culture of good quality research work and publications at National Law University Jodhpur, the following "**Academic and Research Incentive Scheme**" is proposed:

- (iv) During the annual Convocation, the University will confer "**Distinguished Researcher Award**" from amongst the Faculty Members, from School of Law/Management/Social Sciences/Insurance, and honour the recipient

- with a distinguished memento or memorabilia, symbolizing the significance and excellence of their research. The recipient will be chosen, by a Committee constituted by the Hon'ble Vice-Chancellor, based on established criteria such as: quality and reputation of the journal, significance of the research in national and global context, contribution of the research to advance the existing knowledge base, etc.
- (v) To promote and incentivise high quality research publications in reputed peer reviewed journals indexed with SCOPUS/Web of Science/Indian Citation index, the University shall award Rs. 20,000/- per paper (Rupees Twenty thousand only) for Single Authored research papers and Rs. 10,000/- (Rupees Ten Thousand only) for co-authored (only 2 authors) research papers, to Faculty Members of the University. Research publications shall include original research articles, brief communications, guest editorials, case studies, case reports, policy papers, case series, commentaries, short articles, etc. The grant will be restricted to two research papers per academic year for a faculty member. The grant shall be awarded after the approval of a Committee constituted by the Hon'ble Vice-Chancellor to examine the quality of research, reputation of the journal, impact of research work, etc. Research articles published in predatory journals, or journals without valid ISSN, or any journals which blind peer review process, or journals of questionable repute, shall not be considered for the purposes of the award. The awardee faculty member will be required to present the paper in the Faculty Seminar organised by the University.

The University proposes to provide financial grant of Rs. 10,000 (Rupees Ten Thousand) every year to faculty member(s) to meet expenses on books and journals, and any other special requirements for promotion of quality research. The grant shall be disbursed to the Faculty Member upon the submission of necessary invoices. Additionally, Faculty Members may also be permitted to club the grant of 02 (Two) consecutive years (i.e., maximum Rs. 20,000), to meet expenses, as abovementioned, in second Financial year. However, no partially unutilised amount of the grant of one financial year shall be allowed to be carried forward to the next Financial Year.

ANNEXURE I

SCALE OF PAY OF FACULTY FOR NATIONAL INSTITUTIONS

ANNEXURE II

PAY AND ALLOWANCES OF THE CENTRAL GOVERNMENT STAFF

ANNEXURE III

OUTLINE OF PLANNING OF RESEARCH PROJECTS

ANNEXURE IV

SPECIAL HONORARIUM

- i) Rate for Honorarium for Lecturing in the University (for at least 2 hours period):** Rs. 500/-
- ii) Rate for Lecture in the UGC, Academic Staff Training College Workshops:** (for 90 minutes) as may be determined by the UGC.
- iii) Rate for Lecture delivered in Courses sponsored by Government Institutions:** (for 2 hours) Rs. 500/- or as stipulated under the scheme.
- iv) Fee for the course sponsored by Financial Institutions and Companies:** (for 2 hours) Rs. 2000/- or an amount stipulated under the scheme.
- v) Course Co-ordinator Fee:**
 - a) For one day (program; Rs. 1,000/- or as stipulated under the scheme.
 - b) Three Day to Five Day Program: Rs. 5,000/- or as stipulated under the scheme.
 - c) Ten Day Program: Rs. 8000/- or as stipulated under the scheme.
 - d) Fifteen Day Program: Rs. 10,000/- or as stipulated under the scheme.
 - e) Monthly Program: As Stipulated under the scheme.

Distance Education:

- i) Fee for Writing the Modules:** A Manuscript or Computer Type of A4 Size Rs. 50/- per page. Subject to a maximum of 100 pages in one module.
- ii) For Editing and moderating** Rs. 500/- per module.

Regulation for External Examiners of Master Degree Term Paper/Doctoral Thesis:

- i) Fee for External Examiner in Master Degree Program:** Rs. 1000/-
- ii) Fee for Ph.D. Examiner (both internal and external examiners)** Rs. 2000/-

(The above mentioned rates are subject to amendment from time to time)

GENERAL TERMS AND CONDITIONS

1. In case the Research Projects and/or the Consultancy Assignments are awarded to the University through requests, inquiries or tender process (RFI, RFQ, work orders, etc) initiated by industry/government departments/public or private institutions, etc, the execution of such projects will be assigned to specific faculty member(s) based on their expertise and existing commitments, by the Hon'ble Vice-Chancellor.
2. In other cases, where the Research project or Consultancy is awarded upon the initiation by a specific faculty member or should the sponsoring agency request the services of specific faculty member(s), the work may be normally assigned to the identified faculty, provided it does not have any adverse impact on that specific faculty member's ongoing academic, research and related activities.
3. Normally sponsored projects are funded by the government agencies like UGC, BCI, MHRD, etc. The proposals in respect of such projects need to be prepared in the formats prescribed by the agencies concerned and may include staff requirements, consumable and other requirements, as each funding agency has its own format and guidelines. The proposal should be submitted and the budgeting requirements are to be done as per the guidelines/norms of the funding agency by the coordinating faculty. If the project is sanctioned, the University has to facilitate the faculty member in all aspects. The faculty member who receives the project shall be identified as Project Investigator (PI).
4. Individual faculty member(s) for any such projects may use the services of identified non-teaching staff and students of the University, if required, who may be paid suitable honorarium out of the project funds received.
5. Each project/assignment shall be undertaken either under:
 - A. Standard Terms and Conditions (as prepared by the University), or
 - B. Specific research agreement or Memorandum of Understanding (MoU) describing the details of the contract
6. Upon assignment of the Research Project/ Consultancy Assignment, the faculty/Staff member(s) shall ensure that he/she shall do his/her best to deliver results as an outcome of his/her participation in such professional development activities and shall serve the University accordingly.
7. The PI shall be responsible for the timely completion of the project and submission of final report to the funding agency.
8. Some indicative components of expenditure relating to research projects are: (a) honorarium for Principal Investigator, other faculty member(s) and other member(s); (b) visiting expenses for visits of faculty members and other staff; (c) cost of materials/consumables; (d) hiring of temporary staff, if needed; (e) expenses of the field work; (f) cost of additional equipment, if needed; (g) expenses incurred in preparation of progress report; and (h) any other expenses not covered as above.
9. The University may retain the balance amount (i.e. total project cost *minus* total expenditure).
10. The disbursement of the honorarium to the Project Investigator and other members involved in the project shall be as per the terms spelt out in the approved proposal.
11. The disbursement of the honorarium to the Project Investigator and other members involved in the project shall be subject to the submission of report to the project granting organisation/institute, and its intimation to the University.
12. The statement of expenditure and utilisation certificate will be prepared at every financial year end (or at the end of the assignment) by the Project/Principal Investigator in consultation with the Accounts Officer (Budget, Finance and Accounts).
13. **Liability and separation from services:**
 - a. In case any member of the project leaves the University without completion of the project, he/she may be directed to reimburse the expenses incurred and meet all liability arising out of the project as determined by the University and the funding agency as appropriate. Any outstanding dues can be disbursed only after ascertaining that no financial liability remains outstanding on part of the faculty/staff towards the University or on part of the University towards a third party.

^{††} Inserted by the resolution vide Agenda Item No.2.6 of 38th meeting of the Executive Council, convened on 27.07.2024.

CONSULTANCY ASSIGNMENTS

1. A Consultancy project/assignment/work is one where faculty and research staff provide knowledge and intellectual inputs to industry (within India and abroad), primarily for their purposes. This effectively a contract work in which all outputs generally belong to the client.
2. The consultancy assignments can be taken up by faculty members/staff directly or through the University or Centre concerned. Individual faculty member(s) for any consultancy assignment may use the services of non-teaching staff and students of the University, if required, who may be paid suitable honorarium out of the total consultancy cost received.
3. Proposal for the consultancy assignments should be presented before the Hon'ble Vice-Chancellor for its review and approval. It should specifically mention breakup of funds, normally consultancy fee (the minimum quantum will be specified by the University from time to time) as the primary component. It should also have budget for supporting manpower, equipment, travel contingency, University overheads, etc.
4. Some indicative components of expenditure relating to consultancy assignments are: (a) consultancy charges/honorarium for faculty consultant(s) and other member(s); (b) visiting expenses for visits of faculty members and other staff to the client; (c) cost of materials; (d) hiring of temporary staff, if needed; (e) expenses of the field work; (f) cost of additional equipment, if needed; (g) expenses incurred in preparation of progress report; and (h) any other expenses not covered as above.
5. If the assignment is granted, the University shall facilitate the faculty member(s) in all aspects. The faculty member who receives the assignment shall be identified as Principal Consultant (PC).
6. All payments for consultancy assignments must come in the name of the University.
7. The expenditure and disbursements will be made through normal University procedures; however, in accordance with the terms of the agreement/MoU between the University and client.
8. In International Consultancy Assignments:
 - a. Funds are received in foreign currency;
 - b. Service tax is not applicable;
 - c. The Research/consultancy collaboration of National Law University, Jodhpur with the other party/funding agency should be in conformity with the laws of all the countries involved and/or international laws as the case may be.
9. The statement of expenditure and utilisation certificate will be prepared at every financial year end (or at the end of the assignment) by the Principal Consultant in consultation with Accounts Officers under the overall guidance of the Registrar.
10. The PC shall be responsible for the timely completion of the assignment and submission of final report to the industry/client.
11. **External Consultants in Consultancy Projects:** The services of external consultants may be utilised to a limited extent in order to provide comprehensive services to clients. Such external candidates will be entitled to a lump sum honorarium/fees to be determined by the PC and approved by the Hon'ble Vice-Chancellor. Generally, the honoraria payable to external consultants may not exceed 30% of the total consultancy fee specified in the consultancy projects proposals.
12. **Liability and Separation from Services:** In case if any member of the Project leaves the University without completion of the project, he/she may be liable to reimburse the expenses incurred and meet all liability arising out of the project as determined by the University and the funding agency as appropriate. Any outstanding dues can be disbursed only after ascertaining that no financial liability remains outstanding on part of the faculty/staff towards the University or on part of the University towards a third party.

⁺⁺ Inserted by the resolution vide Agenda Item No.2.6 of 38th meeting of the Executive Council, convened on 27.07.2024.

SHORT-TERM TRAINING PROGRAMMES
(Less than One Week)

1. Faculty Members are encouraged to offer Short-Term Training programmes (STP), such as Short-term Certificate courses, Faculty Development Programs, Diploma Courses, Seminars, Webinars, Symposiums, Bootcamps, etc, in the areas of their expertise which are designed to provide ongoing learning opportunities for students, academicians, researchers, professionals and others.
2. Proposal for the STP should be presented by the faculty members before the Hon'ble Vice-Chancellor for its review and approval. It should specifically mention breakup of funds, normally Coordinator's fee, honorarium for resource persons, travel and stay arrangement's cost, registration fee, etc as the primary component. It should also have budget for supporting manpower, equipment, travel contingency, University overheads, etc.
3. If the STP proposal is approved by the Hon'ble Vice-Chancellor, the faculty member who proposed the STP shall be identified as Chief Coordinator (CC) of the program along with other Coordinators, if mentioned in the proposal. The University shall facilitate the smooth and successful organisation of STP in all aspects.
4. Individual faculty member(s) may use the services of non-teaching staff and students of the University, if required, who may be paid suitable honorarium out of the total revenue generated through the STP.
5. Some indicative components of expenditure relating to STP are: (a) honorarium for CC and other coordinators, if any; (b) honorarium for resource persons; (c) cost of reading materials; (d) hiring of temporary staff, if needed; (e) expenses of travel, accommodation and food arrangements; (f) cost of additional equipment, if needed; (g) expenses incurred in preparation of progress report; and (h) any other expenses not covered as above.
6. All registration payments for STP must come in the name of the National Law University, Jodhpur.
7. The expenditure and disbursements will be made through normal University procedures; however, in accordance with the terms of the budget approved by the Hon'ble Vice-Chancellor in the STP proposal.

^{§§} Inserted by the resolution vide Agenda Item No.2.6 of 38th meeting of the Executive Council, convened on 27.07.2024.