



## **Finance committee Meeting**

Date – 16<sup>th</sup> September 2023

Notification

Notice

Agenda

Minutes + Attendance



**NLU**  
M E G

NATIONAL LAW UNIVERSITY MEGHALAYA

3

**NOTIFICATION**

**Dated Shillong the 26<sup>th</sup> July, 2023**

**Notification No. NLUM/Estt/FC/61/2023/ 400** The Executive Council, National Law University, Meghalaya has constituted the Finance Committee of the National Law University of Meghalaya under section 15 (1) of the National Law University of Meghalaya Act, 2022 consisting of the following members:

1. Vice-Chancellor
2. Registrar, National Law University of Meghalaya
3. Finance and Accounts Officer, National Law University of Meghalaya
4. Shri. Debu Lyngdoh, Jt. Secretary, Law Department, Govt of Meghalaya  
(Member nominated by the General Council).
5. Shri. R. Swer, Joint Secretary, Finance (E) Department (Member nominated by the Govt. of Meghalaya)

  
**REGISTRAR**

**No. NLUM/Estt/FC/61/ 2023/ 400**

**Dated Shillong the 26<sup>th</sup> July, 2023**

1. The Registrar – cum- PPS to the Hon'ble the Chief Justice, High Court of Meghalaya / Chancellor, National Law University of Meghalaya, Shillong.
2. The Private Secretary to the Hon'ble Mr. Justice H.S Thangkiew, Senior Judge, High Court of Meghalaya for favour his Lordship's kind information.
3. The Private Secretary to the Hon'ble Mr. Justice W. Diengdoh, Judge, High Court of Meghalaya for favour his Lordship's kind information.
4. The Registrar General, High Court of Meghalaya, Shillong for favour kind information.
5. The Vice-Chancellor, National Law University of Meghalaya, Shillong for favour of kind information.
6. The Legal Remembrancer and Secretary to the Government of Meghalaya, Law Department for favour of kind information.
7. The Secretary to the Government of Meghalaya, Finance Department for favour of kind information.

8. The Secretary to the Government of Meghalaya, Education Department for favour of kind information.
9. Shri. Uttam Rai, Finance and Accounts Officer, National Law University of Meghalaya
10. Shri Debu Lyngdoh, Joint Secretary to the Government of Meghalaya, Law Department, Shillong for favour of kind information.
11. Shri. R. Swer, Joint Secretary to the Government of Meghalaya , Finance (E) Department, Shillong for favour of kind information.
12. Office file



**REGISTRAR**



**NOTIFICATION**

**Dated Shillong the 10<sup>th</sup> January, 2024**

**No. NLUM/Estt/ FC/61/2023/964** The Executive Council, National Law University, Meghalaya has constituted the Finance Committee of the National Law University under section 15 (1) of the National Law University Act, 2022 consisting of the following members:

- i. Shri. Pravin Bakshi, IAS, Commissioner & Secretary, Education Department – Chairperson( Senior Government Official nominated by the Governor of Meghalaya)
- ii. Shri. R. Swer, Joint Secretary, Finance (E) Department (Member nominated by the Govt. of Meghalaya).
- iii. Shri. Debu Lyngdoh, Jt. Secretary to the Government of Meghalaya, law Department (Member nominated by the General Council).
- iv. Finance and Accounts Officer, National Law University Meghalaya.

In the absence of the Chairperson, the Registrar of the National Law University, Meghalaya shall preside the meetings but not participate or be part to any decision of the Committee.



**REGISTRAR**

**NLUM/Estt/ FC/61/2023/\_\_\_\_**

**Dated Shillong the \_\_\_\_ January, 2024**

**Copy to :-**

- 1) The P.S. to the Hon'ble Mr. Justice H.S. Thangkhiew, Chief Justice (Acting), High Court of Meghalaya, Shillong for his Lordship's kind information.
- 2) The P.S. to the Hon'ble Mr. Justice W. Diengdoh, Judge, High Court of Meghalaya, for his Lordship's kind information.
- 3) The P.S. to Vice-Chancellor, National Law University Meghalaya for favour of kind information.
- 4) The Registrar General, High Court of Meghalaya, Shillong for kind information.

- 5) The Legal Remembrancer and Secretary to the Government of Meghalaya, Law Department, Shillong for kind information.
- 6) The Secretary to the Government of Meghalaya, Finance Department, for kind information.
- 7) The Commissioner & Secretary to the Government of Meghalaya, Education Department for kind information and necessary action.
- 8) Shri. Debu Lyngdoh, Joint Secretary to the Government of Meghalaya, Law Department, Shillong for kind information and necessary action.
- 9) Shri. Uttam Rai, Finance and Accounts Officer, National Law University Meghalaya, Shillong for favour of kind information.
- 10) Shri. R. Swer, Joint Secretary to the Government of Meghalaya, Finance (E) Department, Shillong for Favour of kind information.

11) Office copy.



**REGISTRAR**



**NLU**  
M E G

**NATIONAL LAW UNIVERSITY MEGHALAYA**

**NOTICE**

**Dated Shillong the 13<sup>th</sup> September, 2023**

**No.NLUM/Estt/FC/61/2023/551** The Vice-Chancellor is pleased to convene a meeting of the Finance Committee on 16<sup>th</sup> September, 2023 @11:00 am in the University campus, Mayurbhanj, Nongthymmai Shillong-14.

Kindly make it convenient to attend.

**AGENDA:-**

1. Budget of 2022-2023.
2. Current Budget 2023-2024 with expenditure and the expected cost.
3. Proposed budget for 2024-2025.
4. All expenditures to date.
5. Approval of guidelines regarding financial implications for faculty members attending Seminars/Conferences/Workshops within the country and abroad in person and attending Seminars/Conferences/Workshops online.
6. Approval of guidelines regarding payment of membership fees for National/ International Professional Bodies.
7. Honorarium for Visiting Appointment of different categories under Clause 18(d), First Statute 2023, National Law University Meghalaya.
8. Approval relating to online databases regarding digital books, digital repositories of journals and books, remote access and digital tabs [for example, Cambridge, Emerald, Oxford, Taylor & Francis, and MyLoft, etc.
9. Approval physical commentary series – Encyclopaedia of Forms and Precedents.
10. Approval of the Procurement of ERP.
11. Faculty Accommodation [Rent/ Furnishing].

12. Honorarium of MSJA Staff.
13. Creation of eighteen additional faculty positions and financial implications.
14. Approval of refund policy
15. Any other matter(s) with the permission of the Chair

All related documents will be furnished in due course



**Registrar**

**National Law University Meghalaya**

**Memo No. NLUM/Estt/FC/61/2023/SSIA Dated the 13<sup>th</sup> September, 2023**

Copy to:

1. The PS of the Vice-Chancellor, National Law University Meghalaya, Shillong.
2. Shri. Debu Lyngdoh, Jt. Secretary, Law Department, Govt of Meghalaya.
3. Shri. R. Swer, Jt. Secretary, Finance(E) Department, Govt of Meghalaya
4. The Finance and Accounts Officer, National Law University Meghalaya, Shillong
5. Office File.



**Registrar**

**National Law University Meghalaya**



**NATIONAL LAW UNIVERSITY MEGHALAYA**  
**MINUTES OF THE FINANCE COMMITTEE MEETING**  
**Held on 16<sup>th</sup> Sept 2023**

The first meeting of the Finance Committee was chaired by the Vice-Chancellor in the presence of the following members:

1. Registrar, National Law University Meghalaya
2. Finance and Accounts Officer, National Law University Meghalaya
3. Shri. Debu Lyngdoh, Jt. Secretary, Law Department, Govt of Meghalaya (Member nominated by the General Council)
4. Shri. R. Swer, Jt. Secretary, Finance (E) Department (Member nominated by the Govt. of Meghalaya).

**The following items were placed before the Finance Committee in its first meeting held on 16<sup>th</sup> September, 2023.**

**The Committee has approved the following items as per the details marked in the annexures.**

1. Budget of 2022-2023. **Annexure I.**
2. Current Budget 2023-2024 with expenditure and the expected cost. **Annexure II.**
3. Proposed budget for 2024-2025. **Annexure III.**
4. All expenditures to date. **Annexure IV.**
5. Approval of guidelines regarding financial implications for faculty members attending Seminars/Conferences/Workshops within the country and abroad in person and attending Seminars/Conferences/Workshops online. **Annexure V.**
6. Approval of guidelines regarding payment of membership fees for National/ International Professional Bodies. **Annexure VI.**
7. Honorarium for Visiting faculty of different categories under Clause 18(d), First Statute 2023, National Law University Meghalaya. **Annexure VII.**
8. Approval relating to online databases regarding digital books, digital repositories of journals and books, remote access and tabs [for example, Cambridge, Emerald, Oxford, Taylor & Francis, and MyLoft, etc., but not limited to] **Annexure VIII.**
9. Approval physical commentary series – Encyclopaedia of Forms and Precedents. **Annexure IX.**
10. Approval of the Procurement of ERP **Annexure X.**



11. Faculty Accommodation [Rent/ Furnishing]. **Annexure XI.**
12. Honorarium of MSJA Staff. **Annexure XII.**
13. Creation of eighteen additional faculty positions and financial implications.
14. Creation of four new classrooms where financial implications have already been expressed in the proposed budget for 2024-2025 and approved by the Finance Committee on 16th September 2023.
15. Approval of refund policy.

The Committee has approved to give full refund as per UGC norms to the students who have withdrawn themselves from the University.

16. Engagement of Research scholars in the library as Semi Skilled persons drawing minimum wages. **Annexure XIII.**

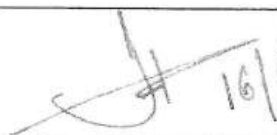




# National Law University Meghalaya

## FINANCE COMMITTEE MEETING

1<sup>st</sup> Meeting 16<sup>th</sup> Sept 2023

1. Budget of 2022-2023. **Annexure I.**
2. Current Budget 2023-2024 with expenditure and the expected cost. **Annexure II.**
3. Proposed budget for 2024-2025. **Annexure III.**
4. All expenditures to date. **Annexure IV.**
5. Approval of guidelines regarding financial implications for faculty members attending Seminars/Conferences/Workshops within the country and abroad in person and attending Seminars/Conferences/Workshops online. **Annexure V.**
6. Approval of guidelines regarding payment of membership fees for National/ International Professional Bodies. **Annexure VI.**
7. Honorarium for Visiting Appointment of different categories under Clause 18(d), First Statute 2023, National Law University Meghalaya. **Annexure VII.**
8. Approval relating to online databases regarding digital books, digital repositories of journals and books, remote access and tabs [for example, Cambridge, Emerald, Oxford, Taylor & Francis, and Myloft, etc., but not limited to] **Annexure VIII.**
9. Approval physical commentary series – Encyclopaedia of Forms and Precedents. **Annexure IX.**
10. Approval of the Procurement of ERP **Annexure X.**
11. Faculty Accommodation [Rent/ Furnishing]. **Annexure XI.**
12. Honorarium of MSJA Staff. **Annexure XII.**
13. Creation of eighteen additional faculty positions and financial implications. **Annexure XIII.**
14. Approval of refund policy.
15. Any other matter(s) with the permission of the Chair

**ATTENDANCE SHEET FOR THE FIRST FINANCE COMMITTEE MEETING HELD  
ON 16<sup>TH</sup> SEPTEMBER, 2023 AT 11:00 A.M. IN THE NATIONAL LAW UNIVERSITY  
OF MEGHALAYA, MAYURBHANJ COMPLEX, SHILONG IN THE PRESENCE OF  
THE FOLLOWING MEMBERS:**

Sl. No.	Name	Designation	Signature
1.	Prof. Indrajit Dube	Vice- Chancellor	 16/9/23
2.	Smti. Kerpa M. L. Nongbri	Registrar	
3.	Shri. Uttam Rai	Finance & Accounts Officer	
4.	Shri. D. Lyngdoh	Joint Secretary to the Government of Meghalaya, Law Department	
5.	Shri. R. Swer Mobile No. 97740-87264	Joint Secretary, Finance (E) Department	
6.	email ID: epp_vbs@yahoo.co.in		
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			



BUDGET ESTIMATE OF NATIONAL LAW UNIVERSITY MEGHALAYA, SHILLONG FOR THE YEAR 2023 -2024

ANTICIPATED RECEIPTS			ANTICIPATED EXPENDITURE			Remarks
SI NO	PARTICULARS	AMOUNT	SI NO	PARTICULARS	AMOUNT	
1	Amount appropriated by Legislative Assembly for the year 2023-24		1	Payment of Salary		
	i. Grant in Aid (Salary)	5,78,06,000		i. Faculty & Officers (UGC Scale)	4,11,43,000	Fund provided under 36- G.I.A Salaries was Rupees 9,20,000/- whereas requirement is Rs. 5,78,04,000/- . Hence Rs. 5,68,83,000/- is reappropriated from head 36- G.I.A Non Salary where there is a provision of Rs. 10,00,000/-
	ii. Grant in Aid (Non Salary)	4,31,14,000		ii. Supporting Staff (State Scale)	1,66,61,000	
2	Balance from last F-Year		2	Office Expenses	11,50,000	
				Break up		
	i. P.L a/c	5,75,77,122		i. Stationery items	5,00,000	
3	Anticipated receipt 2023-24			ii. Books / Journals / Newspaper	1,00,000	
	i. Tuition & Other fees	1,05,00,000		iii. Office Equipment	50,000	
	Rs. (1,75,000 X 60)					
	ii. Hostel fees	48,00,000		iv. Maintenance of Vehicle	1,00,000	
	Rs. (80,000 x 60)			v. Any other for day to day requirement of office	4,00,000	
				TOTAL	11,50,000	



SI NO	Position	Scale Pay Pay Level	Basic Pay	Special Pay	D.A (42%)	HRA (18%)	TRANSPORT ALLOWANCE Rs. 3600+DA	SDA (10%)	SCA	TOTAL	No of Post to be filled up	Grand Total Col 11X 12
1	Vice Chancellor	210000	210000	5000	88200	-	5112	21000	800	330112	1	330112
2	Associate Professor	L-13 A	135300		56826	24354	5112	13530	800	235922	1	235922
3	Assistant Professor	L-12	79800		33516	14364	5112	7980	800	141572	1	141572
4	Assistant Professor	L-11	68900		28938	12402	5112	6890	800	123042	7	861294
5	Asst. Registrar	L-10	56100		23562	10098	5112	5610	800	101282	4	405128
<b>TOTAL</b>											<b>14</b>	<b>1974028</b>
<b>Therefore Total Annual Financial implication x 12</b>												<b>2,36,88,336</b>
<b>Anticipated increase in D.A (8%)</b>												<b>18,95,000</b>
<b>TOTAL</b>												<b>2,55,83,336</b>
<b>Say Rs. 2,55,84,000 /-</b>												

\* NOTE – The rates of Dearness Allowance(DA) , and other allowance is subject to change as per the notification issued by Government of India from time to time

\* NOTE - The rates of Dearness Allowance(DA) , and other allowance is subject to change as per the notification issued by Government of India from time to time



STATEMEN 3

PAY AND ALLOWANCE (STATE SCALE) IN RESPECT OF OFFICERS AND STAFF OF NATIONAL LAW UNIVERSITY MEGHALAYA  
SHILLONG FOR THE FINANCIAL YEAR 2024-2025

SI NO	Position	Pay Level	Basic Pay	DA (36%)	HA	HRA (15%)	MA	WA (4 months)	TOTAL	No of post to be filled up	Grand Total 10X 11
1	System Analyst	L-18	62400	22464	500	8000	1000	600	94964	3	284892
2	Doctor (Tenure)	L-15	45600	16416	500	6840	1000	600	70956	1	70956
3	Executive Assistant	L-14	43700	15732	500	6555	1000	600	68087	1	68087
4	Sr. Admin Asst (UDA)	L-14	43700	15732	500	6555	1000	600	68087	4	272348
5	Assistant Account Officer	L-11	37800	13608	500	5670	1000	600	59178	1	59178
6	Councillor	L-8	30300	10908	500	4545	1000	600	47853	1	47853
7	Jr. Admin Asstt (LDA)	L- 6	26500	9540	500	3975	1000	600	42115	7	294805
8	Driver	L-3	20600	7416	500	3090	1000	600	33206	3	99618
9	Multi tasking Staff	L-1	17400	6264	500	2610	1000	600	28374	8	226992
TOTAL											1424729

Therefore Total Annual Financial implication x 12											1,70,96,748
Anticipated increase in D.A (8%)											13,68,000
TOTAL											1,84,64,748

Say Rs. 1,84,65,000 /-

\* NOTE – The rates of Dearness Allowance(DA) , and other allowance is subject to change as per the notification issued by Government of India. from time to time

STATEMENT OF	PROPOSE ADDITIONAL POST OF FACULTY AND OFFICERS (CENTRAL SCALE) NATIONAL LAW UNIVERSITY MEGHALAYA, SHILLONG FOR THE FINANCIAL YEAR 2024-25
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FINANCIAL YEAR 2024-25												
Sl NO	Position	Scale Pay Pay Level	Basic Pay	Special Pay	D.A (42%)	HRA (18%)	TRANSPORT ALLOWANCE Rs. 3600+DA	SDA (10%)	SCA	TOTAL	No of Post to be filled up	Grand Total Col 11X 12
1	Associate Professor	L-13 A	131400	-	55188	23652	5112	13140	800	229292	4	917168
2	Associate Professor	L-12	79800		33516	14364	5112	7980	800	141572	4	566288
3	Assistant Professor	L-11	68900		28938	12402	5112	6890	800	123042	10	1230420
4	Deputy Registrar	L-12	79800		33516	14364	5112	7980	800	141572	1	141572
5	Asst. Librarian	L-10	57700		24234	10386	5112	5770	800	104002	1	104002
6	Asst. Director (Physical Education & Sports	L-10	56100		23562	10098	5112	5610	800	101282	1	101282
TOTAL												3060732
Therefore Total Annual Financial implication x 12												
Anticipated increase in D.A (8%)												3,67,28,784
												29,38,303
												3,96,67,087
Say Rs. 3,96,67,000/-												

EXPENDITURES OF THE NATIONAL LAW UNIVERSITY		
SINO	Particulars	EXPENDITURE (Rs.)
1	Salary of VC and Faculty	50,20,885
2	Fixed pay	27,097
3	Wages	1,42,510
4	Concurrent Charge	2,14,088
5	Chater Accountant	15,930
6	Medical Equipment (Students)	79,833
7	Medical Reimbursement (VC)	67,104
8	Medical Reimbursement (Faculty)	1,26,701
9	Library	55,16,670
10	Expert (Travelling, Accomodation & AIR Fare)	9,50,569
11	Advertising (Admission Process and NLUM)	15,14,471
12	Vehicle	51,24,334
13	Office Expense	17,62,807

**Guidelines for Financial Assistance for Attending International/National  
Conferences/Seminars/Workshops  
2023**

**ANNEXURE IV**

**1. Introduction**

The National Law University Meghalaya [NLU Meg] recognises the significance of promoting academic excellence and facilitating intellectual growth through participation in peer-reviewed conferences, seminars, and workshops within the country and abroad where his/her papers are being accepted for oral presentation. This policy document outlines the financial assistance/reimbursement guidelines for faculty members attending these scholarly activities.

**2. Objective**

To foster learning and knowledge dissemination while facilitating faculty members' engagement with the National and International Scholarly Community.

**3. Scope**

This policy applies to all Tenured/Visiting/Permanent faculty members of NLU Meg.

**4. Guidelines**

**4.1 Conferences/Seminars/Workshops Attendance**

**4.1.1 Selection Criteria**

Faculty members are encouraged to participate in conferences/seminars/workshops that align with their expertise and contribute to advancing legal knowledge.

**4.1.2 Notification**

Faculty members must notify and seek approval from the competent authority before the event.

**4.2 Financial Assistance for In-Person Attendance**

**4.2.1 Travel**

A faculty member is eligible for reimbursement of economy class airfare/AC train fare of appropriate tier for conferences/seminars/workshops within the country/abroad.

#### **4.2.2 Visa Costs**

In the case of international conferences/seminars/workshops, the actual cost of visa procurement will be reimbursed upon submission of the bills/receipts, excluding travel expenses incurred to procure the Visa.

#### **4.2.3 Registration Fees**

The actual registration fees for the conference/seminar/workshop will be reimbursed, supported by valid receipts.

#### **4.2.4 Daily Allowance**

Faculty members attending the conference/seminar/workshop in the country will be entitled to be reimbursed according to the Central Government Guideline of Dearness Allowance per day, while attending the conference seminar/workshop abroad are entitled to a daily allowance of up to \$200 USD to cover accommodation and food expenses. This allowance is admissible for the conference days plus two additional days for travel and preparation.

#### **4.3 Financial Assistance for Remote or Online Mode of Attendance**

A faculty member is eligible for reimbursement of actual registration fees paid for attending the conference in remote and online mode.

#### **4.4 Financial Assistance in Advance**

A faculty member is eligible for advance disbursement of the aforementioned expenses subject to intimation and submission of itinerary and dates for travel in advance to the start date of the conference/seminar/workshop, including visa fees incurred, actual registration fees to be paid, and daily allowance expenses according to the Central Government Guideline of Dearness Allowance per day or up to \$200 USD for abroad to cover accommodation and food expenses, admissible for the conference days plus two additional days for travel and preparation. It is also mandatory for the faculty member to submit all the original bills/receipts/invoices and travel documents including tickets and boarding passes upon rejoining the University, and within 15 days of doing so. In case the faculty member failed to attend the conference/seminar/workshop he/she will return the advance amount within 30 days of the end of the conference/seminar/workshop. The advance disbursement for attending the conference/seminar/workshop should be made within the fifteen days of the approval of the applications.

### **5. Claims Process**

#### **5.1 Submission of Claims**

Faculty members are required to submit, through the proper channel(s), a detailed claim within 15 days of their return, accompanied by original bills/tickets/invoices,

boarding passes, certificates of attendance, and the full paper presented at the Conference/Seminar/Workshop.

### **5.2 Approval of Claims**

Claims will be scrutinised and approved by the Finance and Accounts Officer based on the adherence to the guidelines mentioned in this policy.

### **5.3 Disbursement**

Upon approval, the amount will be disbursed within 60 days from the date of approval of the submitted claims, through the designated bank channel or if advance has been extended the amount will be adjusted accordingly.

## **6. Presentation of the accepted paper in the University for the benefit of stakeholders**

Faculty members are expected to make an oral presentation of the accepted paper before joining the conference or within 15 days of returning from the conference/seminar/workshop.

## **7. Amendments**

NLU Meg reserves the right to amend this policy from time to time based on the prevailing circumstances and financial considerations.

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**NLU Meg Faculty Conference/Seminar/Workshop Attendance Financial  
Assistance/Reimbursement Proforma  
PART-A**

**Faculty Member Information**

**Full Name** : \_\_\_\_\_  
**Designation** : \_\_\_\_\_  
**Email** : \_\_\_\_\_  
**Phone** : \_\_\_\_\_

**Event Details**

**Event Name in Full:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Type (Peer-reviewed Conference/Seminar/Workshop):** \_\_\_\_\_  
**Location (City, Country):** \_\_\_\_\_  
**Event Dates (dd/mm/yyyy):** From \_\_\_\_\_ to \_\_\_\_\_  
**Event Website (if applicable):** \_\_\_\_\_

**Selection Criteria**

**How does this event align with your field of expertise and contribute to knowledge in the domain? Explain briefly below:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Approval and Notification**

**Date (dd/mm/yyyy) of Notification to Competent Authority:**

**Approval Status (Approved/Not Approved):**

**Financial Assistance Details (please tick where applicable)**

☐ I have received an official invitation/communication in relation to the conference / seminar / workshop and will submit the same as an enclosure.

**Travel**

☐ Economy class airfare (for international/national conferences)



- ☐ AC train fare of appropriate tier (for international/national conferences)
- ☐ Other modes of transportation used

**Visa Costs (for international conferences)**

- ☐ I have incurred visa procurement costs and will submit authentic bills and receipts for reimbursement.

**Registration Fees**

- ☐ I have paid the registration fees and will submit valid receipts for reimbursement.

**Daily Allowance (for international conferences)**

- ☐ I am entitled to a daily allowance of up to \$200 USD for accommodation and food expenses.
- ☐ The allowance covers the conference days plus two additional days for travel and preparation.

**Financial Assistance in Advance**

- ☐ I am submitting all relevant information (invitation, itinerary, advance booking of travel) 60 days or two months in advance seeking financial assistance to attend a conference / seminar / workshop.

**Claims Submission**

- ☐ I confirm that I have submitted a detailed claim within 15 days of my return.
- ☐ I have included all relevant original bills, boarding passes, certificates of attendance, and the full paper presented at the event.

**Approval of Claims**

- ☐ I understand that claims will be scrutinised and approved by the Financial Department based on policy guidelines.

**Disbursement**

- ☐ I acknowledge that, upon approval, the amount will be disbursed within 60 days from the date of approval through the designated bank channel and through the proper channel.

**Compliance and Reporting**

- ☐ I commit to submitting a comprehensive report within 15 days of my return, summarising my learnings, knowledge acquired, and the benefits of attending the event to the competent authority.

**Policy Compliance**

- ☐ I confirm my understanding and compliance with the policy and its guidelines.

**Faculty Member's Full Name:**

**Faculty Member's Signature:**

**Date (dd/mm/yyyy):**

*Please attach all necessary supporting documents and submit this proforma through the proper channel(s) as per the policy.*

# **Guidelines for Faculty Membership of Various International and National Academic and Professional Bodies and Associations**

2023

ANNEXURE VI

## **1. Introduction**

Faculty members of National Law University Meghalaya [NLU Meg] can choose to be part of various international and national academic and professional bodies and associations depending on their field of expertise and research interests. NLU Meg recognizes the importance of this kind of faculty engagement with international and national academic and professional bodies and associations in enhancing the quality of education and research, benefiting both our faculty and the institution.

## **2. Objective**

A comprehensive policy to provide financial assistance and reimbursement of membership fees to our esteemed faculty members. This policy underscores the institution's commitment to facilitating faculty development and research excellence by supporting their membership in relevant academic associations.

## **3. Policy Framework**

### **3.1 Scope and Eligibility**

This policy applies to all tenured/permanent/visiting faculty members of NLU Meg eligible to apply for financial assistance under this policy.

The faculty member must have a proven research interest or expertise relevant to the academic association they intend to join.

The tenured/permanent/visiting faculty members renewing their incumbent memberships to the international and national academic and professional bodies and associations are also eligible.

### **3.2 Recognized Associations**

The university will provide financial assistance for memberships in international and national academic and professional bodies and associations that are recognized by the institution.

Faculty members are encouraged to provide supporting documentation to demonstrate the relevance and benefit of their chosen association to their academic and research pursuits.

### **3.3 Financial Assistance Limit**

The maximum annual financial assistance for membership fees shall be Rs. 10000/- (Indian Rupees) and/or \$300 USD (United States Dollars) per faculty member across all membership(s).

### **3.4 Application Process**

Faculty members must submit a formal application for financial assistance addressed to the Office of the Registrar, National Law University Meghalaya [NLU Meg], Shillong - 793014.

The application should include details such as the name of the international/national academic/profession body/association, purpose of membership, membership no./ID no. (if available), and a copy of the membership fee invoice.

The application should also outline how the membership will contribute to the faculty member's professional development, research, or the university's academic objectives.

### **3.5 Review and Approval**

Applications will be reviewed by a designated committee within the university.

The committee will assess the relevance of the membership to the faculty member's academic and research interests and the university's goals.

Approved applications will be forwarded to the Finance Department for disbursement.

### **3.6 Disbursement of Funds**

Once an application is approved, the membership fee reimbursement will be processed by the Finance Department.

The reimbursement amount will be subject to the maximum limit specified in this policy and to the timeline determined by the disbursing authority.

### **3.7 Reporting Requirement**

Faculty members receiving financial assistance must submit an annual report detailing their engagement and activities within the academic association, along with the benefits accrued to the university and their professional growth. Further, information pertaining to membership(s) to international and national academic and professional bodies and associations must mandatorily be submitted for updating the official website faculty profile within 30 days of receipt of the confirmation of membership(s). The same information may also be mandated to be furnished in requirement of any other public information disclosure, as necessary.

## **4. Policy Review**

This policy will be subject to periodic review and evaluation to ensure its effectiveness and relevance to the university's academic and research goals, and its consonance with the academic and other regulations of NLU Meg.

## **5. Policy Compliance**

It is mandatory that information provided under these guidelines is accurate and complies with NLU Meg's policy on financial assistance for faculty membership in international or national academic or professional bodies and associations and all necessary supporting documents, including the membership fee invoice/receipt and any additional documentation related to the application is duly submitted for scrutiny.

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**NLU Meg Financial Assistance/Reimbursement for Membership Proforma**

**PART – A**

**Faculty Member Information**

Full Name :

Designation :

Email :

Phone :

**Academic/Profession Body/Association Information**

Name of Academic Association with relevant acronym/abbreviation (begin below)

Type (International/National):

Purpose of Membership:

Membership Fee Details:

Membership Fee Amount (in numerals and in words):

Currency Type (INR/USD/Other):

Membership Fee Invoice/Receipt (attach a copy):

*\*\*Please attach all necessary supporting documents, including the membership fee invoice/receipt and any additional documentation related to the application.*

## **PART – B**

### **Application Review and Approval**

Submitted to Competent Authority for review (Yes/No):

Date of Review:

Signature and Stamp of Competent Authority:

Date:

### **Approval Status**

Financial Assistance/Reimbursement (Rs. 10000/- for national or maximum \$300 USD for international)

(Approved/Not Approved):

Comments/Remarks (if any):

### **Disbursement Information**

Finance Department Approval (Yes/No):

Date of Approval:

Signature of the Finance Officer:

Date:

**National Law University Meghalaya**  
**Honorarium for Visiting Faculty**  
**Under Clause 18(d), National Law University Meghalaya Statute 2023**

**Annexure VII**

	Engagement	Honorarium/ Remuneration	Health Insurance Policy/ Medical Benefits	Travel	Accommodation	Other Benefits
Emeritus Professor/ Chair Professor/ Professor of Practice/Professor in Residence/ Distinguished Visiting Professor/ Research Professor	Monthly (About 20 Hours) either remotely or in person	Maximum Rs. 1,50,000 per month for persons residing in India. Maximum \$ 1,800 per month will be paid in USD if the person is residing outside India.	As available to the full-time Professors.	Person residing in India will be provided with air travel support in economic class/AC first class train.	Accommodation will be provided by the University Guest House/ appropriate guest house or hotel arranged/reimbursed by the University.	They can attend two fully funded peer reviewed conferences where the paper has been accepted for presentation as a part of University Research. Fully funded conference will include travel, conference registration fee, actuals for accommodation (food and lodging) not exceeding \$200 USD per day (Date(s) of Conference + Two Days) (in case of the international conference), travel insurance and relevant visa fee.
	Full Time	Will be equivalent as full time Professor of the University		Persons residing outside India will be provided with to and for Economic class air fare twice a year in the shortest route.  The connecting airports and the train station taxi/fuel cost will be reimbursed in actuals.		



						Membership (s) to International / National professional and or academic body/Association will be reimbursed according to the university's guideline.
Visiting Professor/ Adjunct Professor/ Foreign Adjunct Professor	Hourly Engagement	Maximum Rs. 5000 per hour for persons residing in India. Maximum \$ 150 per hour will be paid in USD if the person is residing outside India.	Not applicable	Person residing in India will be provided with air travel support in economic class/AC first class train.  Persons residing outside India will be provided with to and fro Economic class air fare twice a year in the shortest route.  The connecting airports and the train station taxis/fuel cost will be reimbursed in actuals.	Accommodation will be provided by the University Guest House/ appropriate guest house or hotel arranged/reimbursed by the University	Not Applicable

Associate Professor of Practice/ Associate Professor in Residence/Associate Research Professor	Monthly (About 20 Hours) either remotely or in person	Maximum Rs. 1,20,000 per month for persons residing in India. Maximum \$ 1,300 per month will be paid in USD if the person is residing outside India.	As available to the full-time associate Professors.	Person residing in India will be provided with air travel support in economic class/AC first class train.	Accommodation will be provided by the University Guest House/ appropriate guest house or hotel arranged/reimbursed by the University	They can attend two fully funded peer reviewed conferences where the paper has been accepted for presentation as a part of University Research. Fully funded conference will include travel, conference registration fee, actuals for accommodation (food and lodging) not exceeding \$200 USD per day (Date(s) of Conference+ Two Days) (in case of international conference), travel insurance.
	Full Time	Will be equivalent as full time Associate Professor of the University		Persons residing outside India will be provided with to and fro Economic class air fare twice a year in the shortest route.  The connecting airports and the train station taxis/fuel cost will be reimbursed in actuals.		Membership (s) to International / National professional and or academic body/Association will be reimbursed according to the

						university's guideline.
Adjunct Associate Professor/ Foreign Adjunct Associate Professor	Hourly Engagement	Maximum Rs. 3500 per hour for persons residing in India. Maximum \$ 120 per hour will be paid in USD if the person is residing outside India.	Not Applicable	Person residing in India will be provided with air travel support in economic class/AC first class train.	Accommodation will be provided by the University Guest House/ appropriate guest house or hotel arranged/reimbursed by the University.	Not Applicable
Assistant Professors (Adjunct Category) will be considered in the same range				Persons residing outside India will be provided with to and fro Economic class air fare twice a year in the shortest route.  The connecting airports and the train station taxis/fuel cost will be reimbursed in actuals.		
Scholar in Residence	Monthly (About 20 Hours) either remotely or in person	Maximum \$ 1000 per month will be paid in USD if the person is residing outside India.	As available to the full-time Assistant Professors.	Person residing in India will be provided with air travel support in economic class/AC first class train.	Accommodation will be provided by the University Guest House/ appropriate guest house or hotel arranged/reimbursed by the University.	They can attend two fully funded peer reviewed conferences where the paper has been accepted for presentation as a

	Full time	Will be equivalent as full time Post Doctorate Fellow of the University.  Plus travelling allowance as admissible to post-doctorate fellow.		Persons residing outside India will be provided with to and fro Economic class air fare twice a year in the shortest route.  The connecting airports and the train station taxis/fuel cost will be reimbursed in actuals.	If the scholar of residence is full time, Accommodation will be provided by the University based on availability.	part of University Research. Fully funded conference will include travel, conference registration fee, actuals for accommodation (food and lodging) not exceeding \$200 USD per day (Date(s) of Conference+ Two Days) (in case of international conference), travel insurance.
Post Doctorate Fellow	Full time	Rs. 1,20,000 per month.	As available to the full-time Assistant Professors.	Person residing in India will be provided with air travel support in economic	Accommodation will be provided by the University based on availability.	They can attend two fully funded peer reviewed conferences where the paper has been

		Plus 5% travelling allowance.		class/AC second class train.  Persons residing outside India will be provided with to and fro Economic class air fare twice a year in the shortest route.  The connecting airports and the train station taxis/fuel cost will be reimbursed in actuals.		accepted for presentation as a part of University Research. Fully funded conference will include travel, conference registration fee, actuals for accommodation (food and lodging) not exceeding \$200 USD per day (Date(s) of Conference+ Two Days) (in case of international conference), travel insurance.  Membership (s) to International / National professional and or academic body/Association will be reimbursed according to the university's guideline.
Research Fellow	Full time	Rs. 85,000 per month.	As available to the full-time	Person residing in India will be	Accommodation will be provided by the	They can attend two fully funded peer

			Assistant Professors.	provided with air travel support in economic class/AC second class train.  Persons residing outside India will be provided with to and fro Economic class air fare twice a year in the shortest route.  The connecting airports and the train station taxis/fuel cost will be reimbursed in actuals.	University based on availability.	reviewed conferences where the paper has been accepted for presentation as a part of University Research. Fully funded conference will include travel, conference registration fee, actuals for accommodation (food and lodging) not exceeding \$200 USD per day (Date(s) of Conference+ Two Days) (in case of international conference), travel insurance.  Membership (s) to International / National professional and or academic body/Association will be reimbursed according to the university's guideline.
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\*\* All \$ [USD] will be paid subject to Government of India Regulations.

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## National Law University Meghalaya

**Proposal for Acquisition of online approval database regarding digital books, Digital repositories of journal and book, remote access and tabs (for example, Cambridge, Emerald, Oxfords, Taylor and Francis and Myloft, etc. but not limited to)**

### Annexure VIII

Name of the Publisher/Service Provider	Nature of Subscription	Publication Duration	Mode of Subscription of Publication	Approximate Cost in INR/\$	Approximate Cost in Indian currency
Cambridge	Perpetual access	Publications available from 2017 to 2023	Slab-based but individual selection of books/ebooks is possible	\$8700 for 1600 ebooks	7,22,361 INR (as of 15/09/2023, excluding GST)
Oxford	Perpetual access  Law collection Very Short  Law collection Handbook  Ebooks	Upto 2023  Upto 2023  2009 to 2023	Slab-based but individual selection of books/ebooks is possible	£68,184 for 1954 books/ebooks	70,35,156.94 INR (as of 15/09/2023, excluding GST)
Wiley		For 82 journals		\$144,194	1,19,87,135.61 INR (as of 15/09/2023, excluding GST)
Bloomsbury	Perpetual access			£ 64,890 (after discount of 40%)	71,63,856 (including GST)
Emerald	Perpetual access	Emerald eBooks	bundles of  25  50  75  100	£2,800  £5,000  £7,000  £9,325	2,89,209.20 INR  5,16,305 INR  7,22,862 INR  9,62,955.45 INR  14,43,240.18 INR

			150	£13,975	19,25,612.50 INR
			200	£18,650	
Taylor and Francis			Individual selection of books/ebooks can be made	\$4,00,618.35	3,32,67,347.78 INR (as of 15/09/2023, excluding GST)

#### Remote Access to Online Repositories

Name of the Publisher/Service Provider	Nature of Subscription	Publication Duration	Mode of Subscription of Publication	Approximate Cost in INR/\$
MyLoft	1 year subscription 3 year subscription	-	User slab = 500 users	4,18,003.20 INR (including GST)

#### Estimate for Tablets and Laptops

Name of Item	Number	Approximate Cost in INR per item	Total Cost
Macbook Air M1	10	90,000 INR	900,000 INR
iPad	10	552,89,209.20,000 INR	5,50,000 INR

**National Law University Meghalaya**  
**Proposal for Encyclopedia of Forms and Precedents**

Annexure ~~VII~~ IX

Name of Publisher/Service Provider	Number	Approximate Cost in INR per item	Total Cost
S C SARKAR & SONS PRIVATE LIMITED	Set In 110 Volumes Plus Index and Tables	Listed Price £17,363.00; Rs 19,16,875/-	Offer Price 6,00,000/- INR Net

# National Law University Meghalaya

## Approval of the Procurement of ERP

### Annexure X

Service Provider	Nature of Service	Service Duration	Proposed Cost in Indian currency	Total Cost
A & S Software Consultancy Pvt. Ltd.	License Fee & Online Technical Support for Campus ERP Software Service	Oct 1, 2023, to Sep 30, 2026		25,86,000 INR (excluding GST)
		a. Academic Module (per year)	3,30,000 INR	
		b. Biometric/Face Recognition Software integration with OLT (per year)	40,500 INR	
		c. Fee module with payment gateway for all programs (per year)	66,000 INR	
		d. Inventory and stores Module (per year)	40,500 INR	
		e. Recruitment module (per year)	50,000 INR	
		f. HR, Leave and Payroll with annual performance appraisal and income tax calculations. (per year)	2,10,000 INR	
		g. Financial Accounting (per year)	1,25,000 INR	
		h. Online training and technical support mon – fri (9:00 am – 5:00 pm) except government holidays		
		Total (a + b + c + d + e + f + g + h)	8,62,000 INR	
A & S Software Consultancy Pvt. Ltd.	Cloud Hosting on AWS	First year	3,25,000	9,75,000 INR (excluding GST)
		Second Year	3,25,000	
		Third Year	3,25,000	

CALCULATION OF HOUSE RENT FOR FACULTY ACCOMODATION		
1	House owner proposed rate	1,83,500
2	Rent fixed by Government (DC)	1,55,697
	Shortfall	<b>27,803</b>

3      Total Cost of furniture and fitting and other items furnished (5% Rental Charge = Rs. 50,120/-)      10,02,430

4      Cost of renovation, painting etc (5% Rental Charge = Rs. 28,750/-)      5,75,000

5      Rental Charge (5% on Total)      78,870

6      GST 18% ON SL. 2 and 5 above      42,222

7

Amount Payable every month	
1. Rent	1,55,697
2. Rental on furniture and renovation of Building etc.	78,870
3. GST 18%	42,222
<b>Total</b>	<b>2,76,789</b>

**Arrear Concurrent Charge of the Staff of Meghalaya State Judicial Academy as per High Court of Meghalaya Order No. HCM II/223/2013/Estt/78 Dated 9th February,2023**

SI NO	NAME	Basic Pay	Period	10.00%	Amount (Rs.)	Total Amount Payable (Rs.)
1	Shri. Hismanlong Natep, JAA	40800	9.02.2023 – 31.08.2023	4080	27394	27394
2	Smti lbalabynta Suchen, JAA	37300	9.02.2023 – 31.08.2023	3730	25044	25044
3	Smti. Lanosha Kharmawlong, JAA	37300	9.02.2023 – 31.08.2023	3730	25044	25044
4	Smti. Lidalin Synrem, Attender	20200	9.02.2023 – 31.08.2023	2020	13562	13562
5	Shri. Bakitlang Langstieh Attender	20200	9.02.2023 – 31.08.2023	2020	13562	13562
6	Shri Sanjeev Kumar Driver	21800	9.02.2023 – 31.08.2023	2180	14637	14637
7	Shri Clement Basaiawmoit Driver	21800	9.02.2023 – 31.08.2023	2180	14637	14637
8	Shri Eric M Suchiang Attender	18400	9.02.2023 – 31.08.2023	1840	12354	12354
9	Shri. Raju Singh Attender	18400	9.02.2023 – 31.08.2023	1840	12354	12354
10	Shmti. Draupadi Basumataary Cleaner	18400	9.02.2023 – 31.08.2023	1840	12354	12354
11	Smti. Kamala Pandey Chetri Cleaner	18400	9.02.2023 – 31.08.2023	1840	12354	12354
TOTAL						1,83,296

₹ 1,83,296/- Rupees One lakh eighty three thousand two hundred ninety six only

### **Annexure XIII**

#### **Engagement of Research scholars in the Library as Semi Skilled persons drawing minimum wages.**

1. Matter regarding engagement of Research Scholars in the library w.e.f September 2023, as semi-skilled persons drawing minimum wage of Rs.447/- per day for the library at NLU Meg was placed before the Finance Committee on 16<sup>th</sup> September, 2023.

It was expressed that the library is to be made accessible to the students and faculty from 9.00 am to 10.00 pm every day and thus there was a requirement of man power to performed duty under different shifts.

2. It was agreed that the university will engage Research Scholars drawing minimum wages under semi-skilled category as specified in the Government Notification NO.LBG.9/2023/5 dated 31<sup>st</sup> March 2023 @Rs.447/- per day.
3. It was also agreed that this will continue for proper operation of the Library and for the welfare of the students etc.