



3rd Executive Council Meeting

Date – 27th September 2023

Agenda

Minutes + Attendance



NOTICE

Dated Shillong, the 19th September, 2023

NO. NLUM/30/GC/2023/565 The Vice - Chancellor, National Law University of Meghalaya is pleased to convene a meeting of the **Executive Council** of the National Law University Meghalaya on **27th September**, 2023 at 5:00 P.M. at Mayurbhanj, Nongthymmai, Shillong – 14.

AGENDA: -

- 1) Report of the Vice – Chancellor.
- 2) Any other matter with permission of the Chair.

All related documents will be furnished in due course.


REGISTRAR

Memo No. NLUM/30/GC/2023/565A Dated Shillong, the 19th Sept, 2023

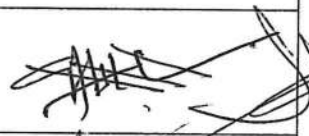

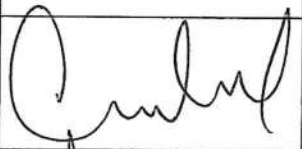



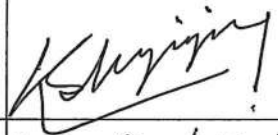
Copy to: -


- 1) The Vice Chancellor, National Law University of Meghalaya, Shillong for favour of kind information and necessary action.
- 2) The Private Secretary to Hon'ble Mr. Justice H.S. Thangkhiew, Senior Judge, High Court of Meghalaya for favour of his Lordship's kind information and necessary action.
- 3) The Registrar General, High Court of Meghalaya, Shillong for favour of your kind information and necessary action.
- 4) The Legal Remembrancer and Secretary to the Government of Meghalaya, Law Department, Shillong for favour of kind information and necessary action.
- 5) The Secretary to the Government of Meghalaya, Finance Department, Shillong for favour of kind information and necessary action.
- 6) The Secretary to the Government of Meghalaya, Education Department for favour of kind information and necessary action.
- 7) Shri. Manan Kumar Mishra, Sr. Advocate nominated member, Bar Council of India for favour of kind information and necessary action (**connecting link will be shared**).

- 8) The Chairman, Bar Council of Meghalaya for favour of kind information and necessary action.
- 9) Shri. A.M. Ripnar, District & Sessions Judge, West Garo Hills District, Tura for favour of information and necessary action. **(connecting link will be shared).**
- 10) Mr. Debu Lyngdoh, Joint Secretary, Law Department, Government of Meghalaya for favour of kind information and necessary action.
- 11) ~~Office File.~~


REGISTRAR

ATTENDANCE SHEET FOR THE EXECUTIVE COUNCIL MEETING HELD ON 27TH SEPTEMBER, 2023 AT 5: 00 P.M. IN THE NATIONAL LAW UNIVERSITY OF MEGHALAYA, MAYURBHANJ COMPLEX, SHILONG IN THE PRESENCE OF THE FOLLOWING MEMBERS:

| Sl. No. | Name | Designation | Signature |
|---------|-------------------------------------|--|--|
| 1. | Hon'ble Mr. Justice H.S. Thangkhiew | Senior Judge, High Court of Meghalaya | HST |
| 2. | Prof. Indrajit Dube | Vice- Chancellor |  |
| 3. | Shri. E. Kharumnuid | Registrar General High Court of Meghalaya, Shillong |  |
| 4. | Smti. K.M. Lyngdoh Nongbri | Registrar |  |
| 5. | Shri. Uttam Rai | Finance & Accounts Officer |  |
| 6. | Shri C.V.D. Deyla IAS | The Legal Remembrancer & Secretary to the Government of Meghalaya, Shillong | Virtual |
| 7. | Smt. NANCHWA SHALLAM | The Secretary to the Government of Meghalaya, Finance Department, Shillong |  27/9/2023 |
| 8. | | The Secretary to the Government of Meghalaya, Education Department, Shillong |  |
| 9. | Shri. Manan Kumar Mishra | Sr. Advocate, Nominated Member, Bar Council of India | |
| 10. | Shri. K.S. Kynjing | Chairman, Bar Council of Meghalaya |  |
| 11. | Shri. A. M. Ripnar | District & Sessions Judge, West Garo Hills District, Tura | Unable to join online due to bad connectivity from Anapatis. |

| | | | |
|-----|---------------------------|---|---|
| 12. | Shri. Debu Lyngdoh | Joint Secretary, Law Department, Government of Meghalaya |  |
| 13. | | | |
| 14. | | | |
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| 20. | | | |
| 21. | | | |

Minutes of the Meeting of the 3rd Executive Council Meeting held on the 27th September 2023 in the Conference Hall of National Law University Meghalaya, Mayurbhanj Complex, Nongthymmai, Shillong and virtually via MS Teams

The third meeting of the Executive Council of National Law University Meghalaya (NLUM) was held on the 27th September 2023 in the Conference Hall of National Law University Meghalaya, Mayurbhanj Complex, Nongthymmai, Shillong and virtually via MS Teams and was chaired by Prof. Indrajit Dube, Vice-Chancellor (VC) in the presence of the following members:

1. Hon'ble Mr. Justice H.S. Thangkhiew, Senior Judge, High Court of Meghalaya
2. Shri. E. Kharumnuid, Registrar General, High Court of Meghalaya
3. Shri. C.V.D. Diengdoh, IAS, Legal Remembrancer & Secretary to the Government of Meghalaya, Shillong
4. Smti. Wanchwa Challam, Secretary to the Government of Meghalaya, Finance Department, Shillong
5. Shri. K.S. Kynjing, Chairman, Bar Council of Meghalaya
6. Shri. A.M. Ripnar, District & Sessions Judge, West Garo Hills District, Tura
7. Smti. K.M. Lyngdoh Nongbri, Registrar, National Law University Meghalaya
8. Shri. Debu Lyngdoh, Jt. Secretary, Law Department, Govt of Meghalaya (Invitee)
9. Shri. Uttam Rai, Finance & Accounts Officer, National Law University Meghalaya

A. The Vice- Chancellor presented the minutes of the Finance Committee meeting held on 16th September, 2023 where by the items at (a) to (p) were passed by the Finance Committee and were also unanimously approved by the Executive Council on 27th September, 2023.

The agenda items were passed by the Finance Committee in its first meeting held on 16th September, 2023 and the guidelines where applicable and other proposal have been approved by the Academic Council in its third meeting held on 27th September 2023. The Executive Committee has unanimously approved the same as per the details marked in the annexures.

- 18
- a. Budget of 2022-2023. **Annexure I**
 - b. Current Budget 2023-2024 with expenditure and the expected cost. **Annexure II.**
 - c. Proposed budget for 2024-2025. **Annexure III.**
 - d. Guidelines regarding financial implications for faculty members attending Seminars/Conferences/Workshops within the country and abroad in person and attending Seminars/Conferences/Workshops online. **(Please refer to Annexure 1 of the minutes of the Academic Council).**
 - e. Guidelines regarding payment of membership fees for National/ International Professional Bodies. **(Please refer to Annexure 2 of the minutes of the Academic Council).**
 - f. Honorarium for Visiting faculty of different categories under Clause 18(d), First Statute 2023, National Law University Meghalaya. **Annexure IV.**
 - g. 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 V.**
 - h. Procurement of physical commentary series – Encyclopedia of Forms and Precedents. **Annexure VI.**
 - i. Procurement of ERP. **Annexure VII.**
 - j. Faculty Accommodation [Rent/ Furnishing]. **Annexure VIII**
 - k. Honorarium of MSJA Staff. That the Honorarium to be provided to the MJSA staff will be calculated on concurrent charges at 10% of the concerned staff's Basic Pay from the date of being notified to perform duties and to assist NLUM vide letter No HCM II/223/2013/Estt/78 dated 9th February 2023 till date when they will be relieved. **Annexure IX**
 - l. Creation of eighteen additional faculty positions and financial implications. Financial Implication already expressed in the proposed budget for 2024-2025 and approved by the Finance Committee on 16th September 2023. The Executive Committee also approved the same.
 - m. Current Expenditure of NLUM. **Annexure X**
 - n. Engagement of Research scholars in the library as Semiskilled persons drawing minimum wages. **Annexure XI**

- 18th
- o. 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. Same is approved by the Executive Committee.
 - p. Refund policy. The Committee has approved giving full refund as per UGC norms to the students who have withdrawn themselves from the University.
- B. The following agenda items were also placed before the Executive Committee and all have been unanimously approved by the members present in its meeting on 27th September, 2023.
- a. Re-advertisement of the post of Assistant Librarian at NLU Meghalaya Personal Interview for the post of Assistant Librarian was conducted on 24th August, 2023 whereby two out of three candidates who have applied for the post appeared for the Interview but none were found suitable.
 - b. Recruitment/empaneling Tax Consultant(s) where financial implications have already been approved by the Finance Committee on 16th September, 2023. Same is approved by the Executive Committee.
 - c. Proceeding of continuous enabling programme with UNDP on business Human Rights.
 - d. Guidelines for Need Based Financial Assistance for Students. **Annex XII**
 - e. Guidelines for University Research Fellowship for PHD Programme at NLU Meghalaya. **(Please refer to Annexure 5 of the minutes of the Academic Council).**
- C. The Vice- Chancellor also reported that one staff nurse (female) has been employed under wages and one medical officer (tenure) has been selected by the selection committee after a personal interview was conducted on 14th September, 2023 and the result was declared accordingly on 19th September, 2023.

The council based on a unanimous decision and approval resolved that another staff nurse (male) under the same conditions is to be engaged along with another support staff (Pharmacist etc).

The meeting ended with a vote of thanks by the Chair to all members present.

15/9/23

National Law University Meghalaya
3rd Executive Council Meeting
27 September 2023

AGENDA

1. Report of the VC.

A. Minutes of the Finance Committee Meeting held on 16th September, 2023. (Annexure A)

- a. Budget of 2022-2023. **Annexure I.**
- b. Current Budget 2023-2024 with expenditure and the expected cost. **Annexure II.**
- c. Proposed budget for 2024-2025. **Annexure III.**
- d. 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 IV.**
- e. Approval of guidelines regarding payment of membership fees for National/ International Professional Bodies. **Annexure V.**
- f. Honorarium for Visiting faculty of different categories under Clause 18(d), First Statute 2023, National Law University Meghalaya. **Annexure VI.**
- g. 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 VII.**
- h. Approval of physical commentary series – Encyclopaedia of Forms and Precedents. **Annexure VIII.**
- i. Approval of the Procurement of ERP **Annexure IX.**
- j. Faculty Accommodation [Rent/ Furnishing]. **Annexure X**
- k. Honorarium of MSJA Staff. **Annexure XI**
- l. Creation of eighteen additional faculty positions and financial implications. (Financial Implication already expressed in the proposed budget for 2024-2025 and approved by the Finance Committee on 16th September, 2023)
- m. Current Expenditures of NLUM. **Annex XII**
- n. Engagement of Research scholars in the library as Semiskilled persons drawing minimum wages. **Annexure XIII**
- o. 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.
- p. 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.

B. Approval for re-advertisement of the post of Assistant Librarian at NLU Meghalaya

Personal Interview for the post of Assistant Librarian was conducted on 24th August, 2023 whereby two out of three candidates who have applied for the post appeared for the Interview but none were found suitable.

- 15
2. Approval of recruitment/empanelling Tax Consultant(s) where financial implications have already been approved by the Finance Committee on 16th September 2023
 3. Approval for proceeding of continuous enabling programme with UNDP on business Human Rights.
 4. Approval for including teachers' representatives in the different councils as per the National Law University Meghalaya Act 2022.
 5. Any other matter(s) with permission of the Chair.

GRANT - 04

| Actuals 2021-22 | | Budget Estimates 2022-23 | | Revised Estimates 2022-23 | | Head of Expenditure | | Budget Estimates 2023-24 | |
|--------------------|---------------------------------|--------------------------|---------------------------------|---------------------------|---------------------------------|---|---------|--------------------------|---------------------------------|
| General | Sixth Schedule Part II Areas | General | Sixth Schedule Part II Areas | General | Sixth Schedule Part II Areas | | | General | Sixth Schedule Part II Areas |
| | | | | | | | | | |
| | 2 | | | 5 | 6 | 7 | | 8 | 9 |
| (Rupees) | (Rupees) | (Thousand) | (Thousand) | (Thousand) | (Thousand) | | | (Thousand) | (Thousand) |
| | | 2.00 | | 2.00 | | 28. Professional Services | | 2.00 | |
| | | 20.00 | | 20.00 | | 31. Grants - in - aid General (Salary) | | 1,00,00 | |
| | | 2.00 | | 2.00 | | 36. Grants-in-aid General (Non-Salary) | | 2.70 | |
| | | | | | | 50. Other Charges | Fixed | | |
| | | | | | | TOTAL (03) | Charged | 8,52,98 | |
| 89,16,461 | | 2,66,12 | | 2,34,60 | | (04) High Court Legal Service Committee | | | |
| | | 3.50 | | | | 01. Salaries | | 4.00 | |
| | | | | 3.60 | | 02. Wages | | 4.00 | |
| | | 6 | | 6 | | 06. Medical Treatment | | | 7 |
| | | 1.50 | | 1.40 | | 11. Domestic travel expenses | | 1.47 | |
| 1,39,020 | | 2.00 | | 2.00 | | 13. Office Expenses | | 1.75 | |
| | | | | | | TOTAL (04) | Fixed | | |
| | | 7.06 | | 7.06 | | | Charged | 11.29 | |
| 1,39,020 | | | | | | (05) National Law University Shillong | | | |
| | | 8.00 | | 8.00 | | 31. Grants - in - aid General (Salary) | | 9.20 | |
| | | 5.00 | | 6,00,00 | | 36. Grants-in-aid General (Non-Salary) | | 10,00,00 | |
| | | | | | | TOTAL (05) | Fixed | | |
| | | 13.00 | | 6,08,00 | | | Charged | 10,09,20 | |
| | | | | | | TOTAL 102 | Fixed | | |
| | | 25,33,11 | | 33,37,14 | | | Charged | 53,41,09 | |
| 20,01,14,256 | | | | | | 105 CIVIL AND SESSION COURTS | | | |
| | | | | | | (01) District and Session Judges Including Munsib Courts etc., | | | 8,10,00 |
| 9,31,52,551 | | 9,58,35 | 6,50 | 10,24,68 | 6,50 | 01. Salaries | | 15,00,00 | 58,06 |
| 1,78,12,815 | | 1,00,00 | 35,00 | 1,39,05 | 35,00 | 02. Wages | | 1,50,80 | 2,16 |
| 17,50,613 | | 5,00 | 5 | 5,21 | 5 | 06. Medical Treatment | | 3,58 | 5,61 |
| 3,56,664 | | 10,00 | 1,50 | 10,00 | 1,50 | 11. Domestic travel expenses | | 4,88 | |

GENERAL

| BUDGET ESTIMATE OF NATIONAL LAW UNIVERSITY MEGHALAYA, SHILLONG FOR THE YEAR 2023 -2024 | | | | | | |
|--|--|-------------|-------------------------|---|-------------|---|
| ANTICIPATED RECEIPTS | | | ANTICIPATED EXPENDITURE | | | |
| SI NO | PARTICULARS | AMOUNT | SI NO | PARTICULARS | AMOUNT | Remarks |
| 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/- |
| | iii. 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 | |
| | i. P.L a/c | 5,75,77,122 | | Break up | | |
| 3 | Anticipated receipt 2023-24 | | | i. Stationery items | 5,00,000 | |
| | i. Tuition & Other fees | 1,05,00,000 | | ii. Books / Journals / Newspaper | 1,00,000 | |
| | Rs. (1,75,000 X 60) | | | iii. Office Equipment | 50,000 | |
| | 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 | |

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

ANNEXURE 1

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.

**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 2

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.

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:

| STATEMENT C | | | | | | | | | | | | |
|--|---|------------------------|-----------|-------------|-----------|-----------|---------------------------------------|-----------|-----|--------|-------------------------------------|---------------------------|
| PROPOSE ADDITIONAL POST OF FACULTY AND OFFICERS (CENTRAL SCALE) NATIONAL LAW UNIVERSITY MEGHALAYA, SHILLONG FOR THE FINANCIAL YEAR 2024-25 | | | | | | | | | | | | |
| 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 | 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 | | | | | | | | | | | 3,67,28,784 | |
| Anticipated increase in D.A (8%) | | | | | | | | | | | 29,38,303 | |
| | | | | | | | | | | | 3,96,67,087 | |
| Say Rs. 3,96,67,000/- | | | | | | | | | | | | |

National Law University Meghalaya

Honorarium for Visiting Faculty

Under Clause 18(d), National Law University Meghalaya Statute 2023

Annexure IV

| | 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. 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. | 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 | | | | |

| | | | | | | |
|---|----------------------|--|----------------|---|--|---|
| 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 taxi/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 | Membership (s) to International / National professional and or academic body/Association will be reimbursed according to the university's guideline. |
| | | | | | | 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. | <p>Person residing in India will be provided with air travel support in economic class/AC first class train.</p> <p>Persons residing outside India will be provided with to and fro Economic class air fare twice a year in the shortest route.</p> <p>The connecting airports and the train station taxis/fuel cost will be reimbursed in actuals.</p> | Accommodation will be provided by the University Guest House/ appropriate guest house or hotel arranged/reimbursed by the University | <p>They can attend two fully funded peer reviewed conferences where the paper has been accepted for presentation as a part of University Research.</p> <p>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.</p> <p>Membership (s) to International / National professional and or academic body/Association will be reimbursed according to the</p> |
| | Full Time | Will be equivalent as full time Associate Professor of the University | | | | |

| | | | | | | | |
|--|---|--|---|--|---|--|-------------------------|
| 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. 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 | university's guideline. |
| Assistant Professors (Adjunct Category) will be considered in the same range | | | | | | | |
| 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. Membership (s) to International / National professional and or academic body/Association will be reimbursed according to the university's guideline. |
| 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 |

| | | | | | | | |
|--|--|--|-------------------------------|-----------------------|--|-----------------------------------|---|
| | | | Plus 5% travelling allowance. | 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. |
|--|--|--|-------------------------------|-----------------------|--|-----------------------------------|---|

| | | | | | | |
|--|--|--|--|--|--|--|
| | | | | | | |
|--|--|--|--|--|--|--|

**** All \$ [USD] will be paid subject to Government of India Regulations.**

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 V

| 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 | | 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) |
| | Law collection Very Short | Upto 2023 | | | |
| | Law collection Handbook | Upto 2023 | | | |
| | Ebooks | 2009 to 2023 | | | |
| Wiley | | For 82 journals | Individual selection of books/ebooks can be made | \$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 | £2,800 | 2,89,209.20 INR |
| | | | 50 | £5,000 | 5,16,305 INR |
| | | | 75 | £7,000 | 7,22,862 INR |
| | | | 100 | £9,325 | 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 VI

| 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 VII

| 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 | 27,803 |

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 |
| | Total | 2,76,789 |

| 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 | | | | | | |
|--|------------------------------------|-----------|------------------------|--------|--------------|----------------------------|
| SINO | 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 Ibalabynta 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 Basaiawmloit 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 Basumatary 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 | | | | | | |

| 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 Equiptment (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 |

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 16th 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 31st 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.

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**Guidelines for Need-Based Financial Assistance for Meritorious Students at National
Law University Meghalaya
2023**

ANNEXURE XII

1. Introduction

National Law University Meghalaya [NLU Meg] recognizes the importance of providing financial assistance to meritorious students from economically weaker backgrounds of the state and from the rest of the country to ensure equitable access to quality legal education. This policy framework outlines the guidelines and procedures for need-based financial assistance, including the necessity to submit income certificates issued by the competent authority.

2. Definitions

Economically Weaker Background: Refers to students whose family income falls below a specified threshold, as determined by the university and in consonance with the prescribed guidelines. This income document must be issued and countersigned by the Issuing/Competent Authority, that is, the designated government authority responsible for verifying and countersigning income certificates, as per applicable state or central government regulations.

Income certificate: An income certificate is a document that certifies the annual income of a person or a family. It is issued by the state or district authorities, such as the village Tahsildar, the collector, the district magistrate, the sub-divisional magistrate, or the revenue circle officers. The income threshold shall be prescribed/assessed as per the norms determined by the University.

3. Eligibility Criteria

To be eligible for need-based financial assistance, a student must meet the following criteria:

- a. Be enrolled as a full-time student in a recognised program at NLU Meg.
- b. Demonstrate financial need, supported by a valid income certificate countersigned by the competent authority. Demonstrate domiciliation for those students who fall under the same.
- c. These guidelines shall be applicable to all students domiciled in the state of Meghalaya and enrolled in a recognized program at NLU Meg, and for students from outside the state of Meghalaya who fall within the top twenty ranks in the entrance examination of the NLU Meg and who have enrolled in a recognized program at the University.
- d. Financial assistance for subsequent years following the application for the first year will include academic and extracurricular performance-based indicators, among any other criteria prescribed therein including re-issuing of income certificates or any other documents, to determine whether the financial assistance merits continuation.

4. Application Process

Eligible students must submit a formal application for financial assistance during the designated application period, fulfilling the following requirements:

- a. The application should include all required documentation, including income certificates of the parent/s/guardian/s countersigned by the competent authority.
- b. Incomplete or late applications may not be considered.
- c. The approval of financial assistance will cover the academic year only.

5. Evaluation and Awarding Process

- a. NLU Meg's Need-based Financial Aid Committee will review all applications.
- b. The committee will assess financial need based on the information provided in the application and the income certificates.
- c. Financial assistance will be awarded on a case-by-case basis, considering the severity of financial need and only if applied for.

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6. Income Certificate Requirement

- a. Students must submit income certificates of one or both parents and/or guardian or who is financially supporting the upbringing, as applicable, countersigned by the competent authority.
- b. In cases where one parent is deceased or legally separated, the income certificate of the contributing parent must be submitted. Where available, in case of guardianship, the death certificates of both parents must be submitted and/or adoption papers furnished.

7. Confidentiality

- a. All financial information provided by students will be treated with the utmost confidentiality.
- b. Only authorised personnel involved in the financial aid process will have access to this information.

8. Award Types

- a. Financial assistance may be awarded in the form of full/partial scholarships, grants, loans, waivers or a combination thereof, as determined by the Financial Aid Committee.

9. Review and Renewal

- a. Students awarded financial assistance will be required to reapply for financial assistance each academic year and submit as enclosures the full academic and extracurricular record till the date of re-application.
- b. Renewal of financial assistance will be contingent on continued financial need and academic performance.
- c. The terms of the financial assistance will be defined on a case-by-case basis by the approving authority designated for the purpose.

10. Compliance with Regulations

- a. NLU Meg will comply with all relevant state and central government regulations related to need-based financial assistance and income certificate verification.
- b. The Vice Chancellor will constitute the committee comprising of the faculty and the officers of the University, as and when is deemed appropriate and the same shall be notified.

11. Transparency and Reporting

- a. NLU Meg will provide transparent information about the availability of financial assistance in the application process.
- b. The university will maintain records of financial assistance awarded and report on these activities as required.
- c. The matter(s) will be reported to the Finance Committee and Executive Council in the subsequent meeting(s).

12. Periodic Review

This policy framework will be subject to periodic review and revision as necessary to ensure its continued effectiveness in meeting the needs of economically disadvantaged students at NLU Meg. This policy framework aims to establish clear guidelines for need-based financial assistance while emphasizing the importance of income certificate verification as a means to assess and address financial need accurately.

\8'

**NLU Meg Application for Financial Assistance on Need-Basis Proforma
PART-A**

Student Information

Full Name (in block letters):

Entrance Examination score, if applicable (Score [out of] / Total Marks):

Interview Score, if applicable: (Score [out of] / Total Marks):

Entrance Test Roll No.:

Program enrolled in:

Email :

Phone :

Whether domiciled in the state of Meghalaya (YES/NO):

If NO, then please mention the state, country you belong to:

Full Name of Contributing Parent/Guardian (should match the income certificate and in block letters):

(Please attach self-attested photocopy of Aadhar/other government issued ID of the Contributing Parent/Guardian)

Full Address and Contact of Contributing Parent/Guardian (begin below and in block letters)

Address Line 1 _____

Address Line 2 _____

Address Line 3 _____

Village/Town/City _____

District/Province _____

PIN/ZIP _____

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Financial Assistance Declaration Form (please read and tick)

☐ I hereby declare and affirm that all the documents, certificates, and information submitted by me in support of my application are true, accurate, and complete to the best of my knowledge and belief. I understand that any false or misleading information provided may result in the rejection of my application and may have legal consequences including returning and/or bearing the costs of the full amount of financial assistance disbursed/waived/awarded/credited. I further understand that I may be required to provide additional documentation or undergo verification procedures to validate the information provided in my application. I am aware of my responsibility to promptly inform NLU Meg of any changes or updates to the submitted information. I acknowledge that NLU Meg reserves the right to take appropriate actions, including the cancellation or revocation of any approvals, based on the accuracy and truthfulness of the information provided.

☐ I have enclosed a valid income certificate signed by the competent issuing/signing authority.

☐ I am submitting all other relevant information to support my application.

Approval of Claims

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

Compliance and Reporting

☐ I commit to submitting any other relevant documents as requisitioned to the competent authority.

Policy Compliance

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

Full Name of Student Applicant:

Signature:

Date (dd/mm/yyyy):

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