



Academic Council Meeting

Date – 26 May 2023

Agenda

Minutes + Attendance

11

NATIONAL LAW UNIVERSITY OF MEGHALAYA SHILLONG

NOTICE

Dated Shillong the 11th May, 2023

No. NLUM/32/AC/2023/126 The Vice-Chancellor, National Law University of Meghalaya is pleased to convene a meeting of the Academic Council on **26th May, 2023 at 4:30 P.M. at Tapovan Bungalow, Bivar Road, Shillong** to discuss the following agenda:

AGENDA

1. Academic Programmes
2. Any other matter with permission of the chair.

Kindly make it convenient to attend the meeting.

All related documents will be circulated to all members before the date of the scheduled meeting for favour of perusal and suggestions (if any).


REGISTRAR

Memo. No. NLUM/32/AC/2023/126-A

Dated Shillong the 11th May, 2023

Copy to:

1. The Registrar General, High Court of Meghalaya, Shillong, for favour kind information and necessary action.
2. The Vice-Chancellor, National Law University of Meghalaya, Shillong for favour of kind information and necessary action.
3. The Prof. Nirmal Kanti Chakrabarti, Vice- Chancellor, WBNUJS, Kolkata for favour of kind information and necessary action.
4. The Prof. David Syiemlieh, Former Chairman, Union Public Service Commission for favour kind information and necessary action.
5. Shri. Manan Kumar Mishra, Sr. Advocate, Chairman, Bar Council of India, New Delhi for favour of kind information and necessary action.
6. Smti. N. G. Shylla, Advocate, Meghalaya State Bar Council, Shillong for favour of kind information and necessary action.

✓ 7. Office Copy.


REGISTRAR

(13)

**MINUTES OF THE ACADEMIC COUNCIL MEETING HELD ON 26.05.2023 at
MAYURBHANJ, NONGTHYMMAI, SHILLONG**

The meeting was chaired by the Vice-Chancellor, Prof Indrajit Dube in the presence of the following members:

1. Prof David Syiemlieh, nominated member
2. Smti N.G.Shylla, nominated member, Meghalaya State Bar Association
3. Smti K. M. Lyngdoh Nongbri, Registrar

Hon'ble Justice Thangkhiew, member of the Academic Council, could not attend as His Lordship was travelling outside the country on an official engagement but had given approval for the meeting to be conducted as scheduled.

It may be mentioned that Prof Nirmal Kanti who was travelling at the time had joined online but was not able to attend the meeting when it started due to another official engagement. Furthermore, the academic council meeting started later than the scheduled time as members were delayed due to an unwarranted traffic.

It may also be mentioned that the Registrar General who could not attend the meeting had discussed matters with the Vice- Chancellor prior to the meeting and had expressed himself to be marked as present.

Shri Manan Kumar Mishra, representative of the Bar Council of India, had confirmed to join but was unable to do so.

AGENDA

1. Reporting items:
 - i. Faculty positions of the University

Advertisement of the different faculty positions of the University already published in the official website of the University was read out.

The Vice-Chancellor submitted that out of a total marking of 200, the candidate should score at least 100 marks.

The Vice-Chancellor also highlighted that there are three stages in the selection process of faculty, i.e, (i) Score cut-off based on their previous academic performance (ii) Presentation on the class teaching, pedagogy and the courses they will develop and their 5 (five) years research plan and (iii) Interview of their subject knowledge and overall suitability with the objective of the University.

On the suggestion of Professor Syiemlieh that in a situation where a selected candidate is yet to obtain a PhD degree, it was resolved that a condition should be made that the PhD degree must be obtained within a period of time.

ii. Students' admission

The Vice-Chancellor explained the course structure to the members which stands approved by the General Council.

iii. Academic and Examination Regulation -

The Vice - Chancellor informed the members that the Academic and Examination Regulation has been passed and approved by the General Council.

The National Law University of Meghalaya Act, 2022 was also discussed and some points were raised by Prof Syiemlieh whereby it was resolved that any proposal for amendment may be made if necessary after a detailed reading.

Agenda 2: Expert List

The Vice- Chancellor reported that the Expert List to the different selection process stands approved by the General Council.

Agenda 3: Doctor of Philosophy Regulation, 2023.

The Vice-Chancellor placed the Regulation before the Council and all the members present approved the Regulation in principle considering that the admission process is already underway and that further changes may be made in the future.

Agenda 4: Need based tuition fees waiver for students.

The Vice -Chancellor placed before the Council to consider tuition fees waiver for students if necessary and prays for this to be accepted in principle as any regulation to this effect is yet to be formulated due to paucity of time.

On the suggestion of Prof Syiemlieh, it was agreed that this matter can be decided later.

The meeting ends with a vote of thanks to the chair.

ACADEMIC COUNCIL MEETING SCHEDULED
ON 26.05.2023

AGENDA :

1. Reporting Items

✓ (i) Reporting of faculty positions of the university.

✓ (ii) Admission of students in the University programmes.

✓ (iii) Academic & Examination regulation.

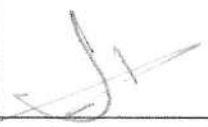

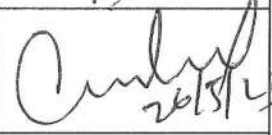


✓ 2. Expert List for Appointments. (Expert list will be furnished in the meeting)

✓ 3. Ph.d Regulation. (Copy of Regulation will be furnished in the meeting)

✓ 4. Need based Tution Fees waiver for students in principle approval.

5. Any other matter with permission of the chair.

A Meeting of the Academic Council, National Law University of Meghalaya held on 26.05.2023 at 4:30 P.M at Mayurbhanj complex, Nongthymmai, Shillong in the presence of the following members:

SL NO	NAME	DESIGNATION	SIGNATURE
1	Prof. Indrajit Dube	Vice-Chancellor, National Law University of Meghalaya, Shillong	
2	Shri E. Kharumnuid	Registrar General, High Court Of Meghalaya, Shillong	
3	Smti Kerpa Meida L Nongbri	Registrar, National Law University of Meghalaya, Shillong	
4.	Prof. Nirmal Kanti Chakrabarti,	Vice Chancellor, West Bengal National University of Juridical Sciences	
5.	Prof. David Syiemlieh	Former Chairman of the Union Public Service Commission	
6.	Shri Manan Kumar Mishra,	Senior Advocate, Nominated member, Bar Council of India	
7.	Smti N. G Shylla	Advocate, Nominated member, Meghalaya State Bar Council	

NATIONAL LAW UNIVERSITY OF MEGHALAYA
MAYURBHANJ COMPLEX, NONGTHYMMAI, SHILLONG - 793014
(Established in 2022)
ADVERTISEMENT

Advert. No. : NLUM/09/Estt/Advt./2022/83 Dated 13th April, 2023

The National Law University of Meghalaya, Shillong invites applications for the posts of Assistant Professors, Associate Professors and other positions under different categories. The online application forms and details of each position under specific categories can be accessed from www.nlumeg.ac.in, <https://meghalayahighcourt.nic.in/>, <https://www.meghalaya.gov.in/>. Online application forms at <https://megedistrict.gov.in/directApply.do?serviceId=1348> will open on 13th April, 2023 and close on 15th May, 2023.

-Sd-
Registrar



National Law University of Meghalaya

Shillong

Academic Positions

Position	Number of Posts	Academic Level	Type of employment	Remarks
Associate Professor	1	13A	Permanent	
Associate Professor	4	13A	Tenure	
Assistant Professor	1	12A	Permanent	
Assistant Professor	4	12A	Tenure	
Assistant Professor	2	11A	Permanent	1 post is reserved for the State domicile of Meghalaya.
Assistant Professor	2	11A	Tenure	
Assistant Librarian and/or Officer of Knowledge Management system	1	10A	Tenure	
Assistant Director of Physical Education and Sports	1	10A	Tenure	

DETAILS OF ACADEMIC POSITION ADVERTISED

The pay will be as per the Central University Pay Structure. The rate of Dearness Allowance and House Rent Allowance will be as per the notification issued by the Central Government from time to time.

1	Name of the Post	:	Associate Professor
2	Number of Posts	:	1
3	Classification	:	Permanent
4	Academic Level	:	13A
5	Pay Scale	:	<ul style="list-style-type: none"> As per the Central University 7th Pay Commission Pay Protection will be provided as per the rules
6	Age limit	:	Not exceeding 42 years
7	Educational and other qualifications required for direct recruitment	:	<ul style="list-style-type: none"> 60% or 7.00 CGPA in 10 scale or equivalent in the preceding degree PhD has been obtained from a Nationally reputed University / Institute. <p>OR</p> <p>The Ph.D degree has been obtained from a foreign University/Institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).</p> <ul style="list-style-type: none"> 6 years of experience post PhD in a reputed University/Institute. 10 publications in reputed journals preferably SCOPUS or ABD or Wash - Lee or Scimago Index.

			<ul style="list-style-type: none"> • Experience of conducting any funded project (Preferably as Principal Investigator) • Published edited volume or monograph from reputed publisher Nationally/Internationally. • Supervised PhD (Preferably two)
8	Period of probation	:	2 Years
9	Reservation	:	As per the Regulations with regard to Reservations to the vacancies and seats in National Law University of Meghalaya, 2023.
10	Domain Expertise	:	Law (Principle of Contracts, Principle of Civil Liabilities, Constitutional Laws, Property Laws, Family Laws, Legal Theory and Jurisprudence, Philosophy of Law, Criminal Laws, Corporate Laws, Tax Laws, Legal Research Methodology, Law and Language); Policy Science, Management and Data Science (English, Communication, Psychology, Sociology, Organisational Behaviour, Mathematics and Statistics, Economics, Finance and Accounting, Machine Learning, Data Analytics, Data Science).
11	Relaxation of the Criteria	:	The Selection Committee has the right to relax any of the above selection criteria for suitable candidates and the decision of the selection committee will be final.

1	Name of the Post	:	Associate Professor
2	Number of Posts	:	4
3	Classification	:	Tenure
4	Academic Level	:	13A
5	Pay Scale	:	<ul style="list-style-type: none"> As per the Central University 7th Pay Commission Pay protection will be as per the rule
6	Age limit	:	Not exceeding 42 years
7	Educational and other qualifications required for direct recruitment	:	<ul style="list-style-type: none"> 60% or 7.00 CGPA in 10 scale or equivalent in the preceding degree PhD has been obtained from a Nationally reputed University / Institute. <p>OR</p> <p>The Ph.D degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).</p> <ul style="list-style-type: none"> 6 years or less but more than 3 years of experience post PhD in a reputed University/Institute.

			<ul style="list-style-type: none"> • 6-10 publications in reputed journals preferably SCOPUS or ABD or Wash - Lee or Scimago Index. • Experience of conducting any funded project (Preferable) • Published edited volume or monograph from reputed publisher Nationally/Internationally (Preferable) • Supervised PhD (Preferable) • Publication will be relaxed for persons with professional degrees like CMA, CA & CS • Relaxation with regard to age, experience may be given to persons having working experience in Industry or administrative experience in Higher Education or Institute of Eminence.
8	Domain Expertise	:	Law (Principle of Contracts, Principle of Civil Liabilities, Constitutional Laws, Property Laws, Family Laws, Legal Theory and Jurisprudence, Philosophy of Law, Criminal Laws, Corporate Laws, Tax Laws, Legal Research Methodology, Law and Language); Policy Science, Management and Data Science (Communication, Psychology, Sociology, Organisational Behaviour, Mathematics and Statistics, Economics, Finance and Accounting, Machine Learning, Data Analytics, Data Science).
9	Relaxation of the Criteria	:	The Selection Committee has the right to relax any of the above selection criteria for suitable candidates and the decision of the selection committee will be final.

1	Name of the Post	:	Assistant Professor
2	Number of Posts	:	1
3	Classification	:	Permanent
4	Academic Level	:	12A
5	Pay Scale	:	<ul style="list-style-type: none"> As per the Central University 7th Pay Commission Pay protection will be as per the rule
6	Age limit	:	Not exceeding 38 years
7	Educational and other qualifications required for direct recruitment	:	<ul style="list-style-type: none"> 60% or 7.00 CGPA in 10 scale or equivalent in the preceding degree PhD has been obtained from a nationally reputed University / Institute. <p>OR</p> <p>The Ph.D degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).</p> <ul style="list-style-type: none"> 3 years of experience post PhD in a reputed University/Institute. 6 publications in reputed journals preferably SCOPUS or ABD or Wash - Lee or Scimago Index.

			<ul style="list-style-type: none"> • Experience of conducting any funded project (Preferably as Principal Investigator)
8	Period of probation	:	2 Years
9	Reservation	:	As per the Regulations with regard to Reservations to the vacancies and seats in National Law University of Meghalaya, 2023.
10	Domain Expertise	:	Law (Principle of Contracts, Principle of Civil Liabilities, Constitutional Laws, Property Laws, Family Laws, Legal Theory and Jurisprudence, Philosophy of Law, Criminal Laws, Corporate Laws, Tax Laws, Legal Research Methodology, Law and Language); Policy Science, Management and Data Science (Communication, Psychology, Sociology, Organisational Behaviour, Mathematics and Statistics, Economics, Finance and Accounting, Machine Learning, Data Analytics, Data Science).
11	Relaxation of the Criteria	:	The Selection Committee has the right to relax any of the above selection criteria for suitable candidates and the decision of the selection committee will be final.

1	Name of the Post	:	Assistant Professor
2	Number of Posts	:	4
3	Classification	:	Tenure
4	Academic Level	:	12A
5	Pay Scale	:	<ul style="list-style-type: none"> As per the Central University 7th Pay Commission Pay protection will be as per the rule
6	Age limit	:	Not exceeding 38 years
7	Educational and other qualifications required for direct recruitment	:	<ul style="list-style-type: none"> 60% or 7.00 CGPA in 10 scale or equivalent in the preceding degree PhD has been obtained from a nationally reputed University / Institute. <p>OR</p> <p>The Ph.D degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).</p> <ul style="list-style-type: none"> 3 years or less but more than 1 year of experience post PhD in a reputed University/Institute.

			<ul style="list-style-type: none"> • 3-6 publications in reputed journals preferably SCOPUS or ABD or Wash - Lee or Scimago Index. • Experience of conducting any funding project (Preferable) • Publication will be relaxed for persons with professional degrees like CMA, CA & CS • Relaxation with regard to age, experience may be given to persons having working experience in Industry or administrative experience in Higher Education or Institute of Eminence.
8	Domain Expertise	:	Law (Principle of Contracts, Principle of Civil Liabilities, Constitutional Laws, Property Laws, Family Laws, Legal Theory and Jurisprudence, Philosophy of Law, Criminal Laws, Corporate Laws, Tax Laws, Legal Research Methodology, Law and Language); Policy Science, Management and Data Science (Communication, Psychology, Sociology, Organisational Behaviour, Mathematics and Statistics, Economics, Finance and Accounting, Machine Learning, Data Analytics, Data Science).
9	Relaxation of the Criteria	:	The Selection Committee has the right to relax any of the above selection criteria for suitable candidates and the decision of the selection committee will be final.

1	Name of the Post	:	Assistant Professor
2	Number of Posts	:	2 [1 seat will be reserved for Domicile Tribes of Meghalaya]
3	Classification	:	Permanent
4	Academic Level	:	IIA
5	Pay Scale	:	<ul style="list-style-type: none"> As per the Central University 7th Pay Commission Pay protection will be as per the rule
6	Age limit	:	Not exceeding 35 years
7	Educational and other qualifications required for direct recruitment	:	<ul style="list-style-type: none"> 60% or 7.00 CGPA in 10 scale or equivalent in the preceding degree PhD has been obtained from a nationally reputed University / Institute. <p>OR</p> <p>The Ph.D degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).</p> <ul style="list-style-type: none"> 3 publications in reputed journals preferably SCOPUS or ABD or Wash - Lee or Scimago Index.

8	Period of probation	:	2 Years
9	Reservation	:	As per the Regulations with regard to Reservations to the vacancies and seats in National Law University of Meghalaya, 2023.
10	Domain Expertise	:	Law (Principle of Contracts, Principle of Civil Liabilities, Constitutional Laws, Property Laws, Family Laws, Legal Theory and Jurisprudence, Philosophy of Law, Criminal Laws, Corporate Laws, Tax Laws, Legal Research Methodology, Law and Language); Policy Science, Management and Data Science (Communication, Psychology, Sociology, Organisational Behaviour, Mathematics and Statistics, Economics, Finance and Accounting, Machine Learning, Data Analytics, Data Science).
11	Relaxation of the Criteria	:	The Selection Committee has the right to relax any of the above selection criteria for suitable candidates and the decision of the selection committee will be final.

1	Name of the Post	:	Assistant Professor
2	Number of Posts	:	2
3	Classification	:	Tenure
4	Academic Level	:	11A
5	Pay Scale	:	<ul style="list-style-type: none"> As per the Central University 7th Pay Commission Pay protection will be as per the rule
6	Age limit	:	Not exceeding 35 years
7	Educational and other qualifications required for direct recruitment	:	<ul style="list-style-type: none"> 60% or 7.00 CGPA in 10 scale or equivalent in the preceding degree PhD has been obtained from a nationally reputed university / institute. <p>OR</p> <p>The Ph.D degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).</p> <ul style="list-style-type: none"> 1-3 publications in reputed journals preferably SCOPUS or ABD or Wash - Lee or Scimago Index.

8	Domain Expertise	:	Law (Principle of Contracts, Principle of Civil Liabilities, Constitutional Laws, Property Laws, Family Laws, Legal Theory and Jurisprudence, Philosophy of Law, Criminal Laws, Corporate Laws, Tax Laws, Legal Research Methodology, Law and Language); Policy Science, Management and Data Science (Communication, Psychology, Sociology, Organisational Behaviour, Mathematics and Statistics, Economics, Finance and Accounting, Machine Learning, Data Analytics, Data Science).
9	Relaxation of the Criteria	:	The Selection Committee has the right to relax any of the above selection criteria for suitable candidates and the decision of the selection committee will be final.

1	Name of the Post	:	Assistant Librarian or Officer - Knowledge Management System
2	Number of Posts	:	1
3	Classification	:	Tenure
4	Academic Level	:	10A
5	Pay Scale	:	<ul style="list-style-type: none"> As per the Central University 7th Pay Commission Pay protection will be as per the rule
6	Age limit	:	Not exceeding 35 years
7	Educational and other qualifications required for direct recruitment	:	<ul style="list-style-type: none"> 60% or 7.00 CGPA in 10 scale or equivalent in the preceding degree PhD has been obtained from a nationally reputed university / institute. <p>OR</p> <p>The Ph.D degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).</p> <ul style="list-style-type: none"> 1-3 publications in reputed journals preferably SCOPUS Index. 8 years or less but more than 5 years of experience at the University/Institute as

			<p>Assistant Librarian/ Information Officer or equivalent.</p> <ul style="list-style-type: none"> • Having good knowledge of management of Digital Library, Information Technology and Knowledge Management System.
8	Domain Expertise	:	Masters Degree in Library Science/ Information Science/ Documentation Science or equivalent professional degree.
9	Relaxation of the Criteria	:	The Selection Committee has the right to relax any of the above selection criteria for suitable candidates and the decision of the selection committee will be final.

1	Name of the Post	:	Assistant Director of Physical Education and Sports
2	Number of Posts	:	1
3	Classification	:	Tenure
4	Pay Level	:	10A
5	Pay Scale	:	<ul style="list-style-type: none"> As per the Central University 7th Pay Commission Pay protection will be as per the rule
6	Age limit	:	Not exceeding 35 years
7	Educational and other qualifications required for direct recruitment	:	<ul style="list-style-type: none"> 60% or 7.00 CGPA in 10 scale or equivalent in the preceding degree He/she has completed four years of service with a Ph.D. degree in Physical Education or Physical Education & Sports or Sports Science or five years of service with an M.Phil. degree or six years of service for those without an M.Phil or Ph.D. degree. Record of having represented the university / college at the inter-university /inter-collegiate competitions or the State and/ or National championships. Passed the physical fitness test conducted in accordance with UGC Regulations. <p>OR</p>

			An Asian game or commonwealth games medal winner who has a degree at least at Postgraduate level.
8	Domain Expertise	:	In house and light games, Yoga, Aerobics and Fitness Training
9	Relaxation of the Criteria	:	The Selection Committee has the right to relax any of the above selection criteria for suitable candidates and the decision of the selection committee will be final.

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National Law University Meghalaya
Academic and Examination Regulations, 2023

Chapter I: PRELIMINARY

Regulation 1: Short title and commencement

- A. These regulations may be called the National Law University of Meghalaya Academic and Examination Regulations 2023, as provided under Section 5(xxx) of the National Law University of Meghalaya Act, 2022, hereafter called as ("Regulations"). These shall come into force from Academic Year 2023-24;
- B. Extent of application- These regulations shall be applicable to undergraduate and postgraduate programmes.
- C. In case of any exigencies, the regulations may be reasonably modified by the Vice Chancellor in the interest of the students and University. Such modification to be placed before the immediate Executive Council.

Regulation 2: Definitions

Any word or phrase, unless specifically defined in the Regulations, shall carry its ordinary meaning. In these Regulations, unless context otherwise requires:

- (a) "Academic Calendar" means scheduled published by the Office of the registry responsible for looking after the academic, before the beginning of the academic session and amended thereon, pertaining to the starting day of classes, period (s) within which different components of the evaluation shall take place, the date of the closure of the attendance, publication of results, etc;
- (b) "Academic session" means the period of 12 months commencing in the month of July every session. Academic session is divided into three trimesters, each of approximately 12 weeks duration;
- (c) "Attendance" means the presence of the student in the class, which is duly entered in the register or Enterprise Resource Planning (ERP) maintained for each course separately;
- (d) "Authorised leave of absence" means leave of the student in a trimester with due permission of the concerned authority;
- (e) "Class Representative" means the student elected/nominated from each year to represent their class;
- (f) "Courses" are those which are offered by the university in its academic program. It includes two categories - (I) Taught and (II) Non-Taught.

(I) Taught courses are those courses which will have regular classroom engagements and include the following:

- a. **Foundation Course:** Foundation courses are those that are mandatory for all the undergraduate students admitted to the university in a particular academic session. These courses are aimed at introducing the students to the discipline and preparing them for studying at a higher level. The course level for these courses shall be 100. The Post Graduate Evaluation Council may propose to introduce Foundation courses for Postgraduate and Doctoral Programme from course level 400-500;
- b. **Core Course:** Core courses are those that are mandatory for all the students in a particular academic program to complete in order to secure the degree. The course level for these courses shall be 200 - 300;
- c. **Depth Elective:** Depth Elective courses are those courses which a student shall elect to study for fulfilling their credit requirements in a particular branch(es), i.e., domain. The course level for these courses shall be 300 - 400;
- d. **Open Elective:** Open elective courses are those courses which a student shall elect to study from any of the branches other than their branch (i.e. domain) of study. The course level for these courses shall be 300 - 400;
- e. **Additional Core Course:** Additional core courses are those courses which a student needs to complete to earn either Double Majors, or Major and Minor, or Double Minors, as provided by the University in its Academic programme. The course level for these courses shall be 300 - 400;
- f. **Additional Depth Elective Courses:** Additional Elective courses are those courses which a student shall elect to earn either Double Majors, or Major and Minor, or Double Minors, as provided by the University in its Academic programme. The course level for these courses shall be 500 – 600;

(II) Non-taught courses are those courses which will not have any regular classroom engagements. However, the students will be guided and evaluated by the concerned faculty members. The non-taught courses include the following:

- a. **Moot Court:** Moot Court refers to simulated court and arbitration proceedings undertaken by students and evaluated by Judge(s) comprising of faculty member(s);
- b. **Client Counselling:** Client Counselling refers to simulated environment/situation where students will learn how to appreciate facts, assist clients, identify goals and potential solutions to problems, seek to improve communication, coping skills and strengthen self-esteem;
- c. **Negotiations:** Negotiation refer to the simulated environment where the students will learn the skills and techniques of negotiations;

- d. **Judicial Writing:** Judicial Writing refer to a skill of writing Judgement in a simulated environment based on set of facts;
 - e. **Advisory Support Courses:** Advisory Support Courses include creative or performance or field work-based assignments completed by students and evaluated by the concerned faculty member (s);
 - f. **Seminar:** Seminar refers to presentations made by students on particular themes and evaluated based on performance in the presentation and written reports;
 - g. **Term Paper:** A Term Paper is a major written assignment to be submitted by a student at the end of a trimester and evaluated by the concerned faculty members (s);
 - h. **Viva-voce:** Viva-voce means oral evaluation of the students by the concerned faculty members;
 - i. **Dissertation:** Dissertation is a major research assignment to be submitted by a student at the end of the academic programme and evaluated by the concerned faculty member(s), including an external expert, on a continuous basis over the last academic session;
- (a) "Course Level" are as defined below,
 - 100s: First - year - General Topics, High School course prerequisite,
 - 200s: Second - year - General Topics, 100 prerequisites,
 - 300s: Third - year - More narrow topics, 200 and 100 prerequisites,
 - 400s: Fourth - year - 300 prerequisite,
 - 500s: Specialised courses - 400 prerequisite or Graduation,
 - 600s: More Specialised courses - 400 prerequisite or Graduation,
 - 700s: Highly Specialised courses - 500 and 600 prerequisite;
 - (b) "Course number" will carry unique number indicating course type > discipline > course level > specifics number to the course;
 - (c) "Credit Points" are those points as specified which a student is required to acquire for fulfilling the minimum requirement for the award of a degree or to be promoted to the next academic year. Each credit point is equivalent to 11 hours of teaching for core, depth electives, open electives, additional core, and additional elective courses, and shall be equivalently fixed for designated activities and seminar courses;
 - (d) "Cumulative Grade Point Average (CGPA)" is the figure obtained (on a 10 point scale) by dividing the sum of the products of Grade Values and course credits in each course by the total number of credits in all courses studied at the point when the CGPA is demanded;
 - (e) "Faculty Advisor" means the concerned faculty who is duly deputed by the University to act as a Mentor of the students of a particular academic programme in an academic session. The Faculty Advisor shall be responsible for monitoring and guiding the overall academic activities of the students;
 - (f) "Micro - Degree Credit (MDC) Course" will be offered by the University from time to

time and will be notified on the University website. The MDC is a combination of a number of courses with credit loading from ten credits to twenty credits. On successful completion of the MDC the students will be issued a certification of MDC. The students may convert MDCs in postgraduate degree on completion of stipulated credits;

- (g) "Pass/No Pass" is a system in which a student's skills and experiences developed in a particular field is evaluated by a panel constituted by the authority concerned. The performance of the student will be assessed as PASS/NO PASS in the student's transcript;
- (h) "Postgraduate Programme" means programme offered to students admitted after obtaining the graduation degree from any recognized university. The postgraduate programme will be offered in two forms - (i) regular two years residential programme and (ii) micro - degree credit postgraduate programme (MDCPP) offered in hybrid mode along with short campus stay. The total credit requirement for MDCPP will be the same as residential postgraduate programmes and will follow the same credit requirement for taught and non-taught courses;
- (i) "Trimester" means the academic term period of 12 weeks. There shall be 3 Trimesters in a single Academic Year;
- (j) "Trimester Grade Point Average (TGPA)" is the figure obtained (on a 10 point scale) by dividing the sum of the products of Grade Values and course credits in each course by the total number of credits in all courses studied at the end of Trimester;
- (k) "Trimester off" is the period where a student will take time off from the University and engage in academic research and/or capacity building programs in another University/Research organisation/Company/Law firms, or equivalent Nationally or Internationally. The student shall be evaluated on the basis of a written report and presentation to a panel constituted by the authority concerned. It shall be limited to the 12th trimester for undergraduate students and 4th trimester for postgraduate students.

Chapter II: AUTHORITIES

Regulation 3: Councils (Undergraduate Evaluation Council and Postgraduate Evaluation Council)

- A. The Vice-Chancellor shall constitute an Undergraduate Evaluation Council ("UGEC") and a Postgraduate Evaluation Council ("PGEC");
- B. The UGEC and PGEC shall have one Chairperson each, who shall be a Professor or an Associate Professor from the University as appointed by the Vice-Chancellor. The UGEC and PGEC shall have five and three members respectively, each appointed by the Vice-Chancellor by rotation. There shall be one student representative in UGEC and PGEC respectively, who shall be nominated by the Vice-Chancellor;
- C. Terms of the UGEC and PGEC shall ordinarily be two years;

- D. Fifty percent of the members shall be substituted with new members at the beginning of every academic year;
- E. The Assistant Registrar (Academic) AR (A) or Deputy Registrar (Academic) DR (A) shall act as the Secretary to the UGEC and PGEC. The Registrar will notify the responsibility under the instruction of Vice - Chancellor;
- F. The UGEC shall administer the regulations pertaining to the undergraduate programme and the PGEC shall administer the regulations pertaining to the postgraduate programme.

Regulation 4: Functioning and Powers of the UGEC and PGEC

- A. All matters related to Undergraduate and Postgraduate education will be referred to the UGEC and PGEC respectively for its decision after an application is made in writing, to the AR (A) / DR (A). The AR (A) / DR (A) shall forward the received applications to the UGEC or PGEC, as the case may be, within two working days from the date of receipt of the application. The UGEC or PGEC shall arrive at a reasoned decision within seven working days from the date of receipt of the application from AR (A) / DR (A). Every such decision shall be communicated in writing or by email to the applicant within fourteen working days from the date of receipt of the application;
- B. Meetings of the UGEC and PGEC shall be convened by the Secretary in consultation with the Chairperson. The presence of at least three members shall be sufficient to constitute the quorum. Decisions of the UGEC and PGEC shall be taken on the basis of a simple majority. In case of a tie, the Chairperson shall have an additional casting vote;
- C. The Secretary shall maintain the Minutes of the meetings and also act as the custodian of records of the UGEC and PGEC;
- D. A copy of the minutes of the UGEC and PGEC Meeting shall be made available in the office of the AR (A) / DR (A) within five working days from the date of approval of the minutes by the Chairperson, for inspection by faculty and students.

Regulation 5: Appellate Authority

Any appeal from the decisions of the UGEC and PGEC shall lie before the Vice-Chancellor. Any such appeal must be made within seven working days of the communication of such decision to the aggrieved party.

Chapter III: ATTENDANCE REQUIREMENTS

Regulation 6: Minimum Attendance Requirement

- A. No student shall be eligible for appearing in the end trimester examination in a subject if the student concerned has not attended a minimum of seventy five percent of the classes held in the subject,

Provided that all the non-taught courses including Moot Court, Client Counselling, Negotiation, tutorials etc. conducted in the subject for which attendance have been recorded may be used for calculation of the total percentage of attendance of a student,

Provided further that if a student for any exceptional reason fails to attend seventy five percent of the classes held in any subject, the Vice-Chancellor may allow the student to take the end trimester examination if the student concerned attended at least sixty five percent of the classes held in the subject concerned and attended seventy percent of classes in all the subjects taken together,

Provided further that a list of such students allowed to take the examination with reasons recorded be forwarded to the Bar Council of India at the end of the academic session;

- B. Any student debarred from the end-trimester examination of any subject for reasons of shortage of attendance shall be required to re-register for the subject in the next academic session, except in case of final year students, who may be allowed to appear for examination, subject to satisfactory performance in additional assignments/term paper/ tests as assigned by the subject teacher to him/her.

Regulation 7: Condonation of Attendance Shortage

- A. Students may apply for condonation of attendance shortage on
- a. medical grounds or
 - b. bereavement or serious illness in the immediate family,

In case of medical grounds, the application shall be supported by a registered Doctor from a Government Hospital and Hospital Discharge Summary (where applicable). The UGEC/PGEC, as the case may be, shall verify that a student was incapacitated, such that they could not attend classes on the basis of their application,

In case of bereavement or serious illness in the immediate family, the application shall be supported by proof of relationship and the relevant circumstances, which the appropriate Council shall verify,

Explanation: "Immediate family" means persons related to a student in terms of being a sibling, spouse, child, parent, or grandparent;

- B. For the purpose of condonation of delay, an application in writing shall be submitted with all relevant and sufficient supporting documents to substantiate the reasons of absence within seven working days from the date of first leave of absence sought to the office of the AR

(A)/DR (A). All other relevant documents which are obtained later than the initial submission shall be submitted within the next working day of re-joining;

C. AR (A)/DR (A) shall forward all such applications to the UGEC/PGEC within seven days of receipt of the final documents for consideration;

D. The UGEC/PGEC shall take a decision on the matter within seven working days of receipt of such documents from the office of the AR (A)/DR (A). AR (A)/DR (A) in turn shall communicate it to the student forthwith;

E. The student may appeal to the Vice-chancellor for redressal of grievance, if any, over the decision of the UGEC/PGEC, as per Regulation 5.

Regulation 8: Unauthorised Absence

A. It will be the responsibility of the student to get his absence from classes condoned by the appropriate authority;

B. Absence from classes without prior permission will be considered an act of indiscipline for which appropriate disciplinary action shall be initiated against the student.

Regulation 9: Medium of Instruction

The medium of instruction and examinations for all courses shall be English.

Regulation 10: Undergraduate Degrees

A. The students are entitled to the following degrees in their undergraduate program:

- a. Bachelor of Arts and Bachelor of Laws (Honours) [BA LL.B (Hon)],
- b. Bachelor of Business Administration and Bachelor of Laws (Honours) [BBA LL.B (Hon)],
- c. Bachelor of Science (Data Science) and Bachelor of Laws (Honours) [BS LL.B (Hon)],
- d. Bachelor of Arts and Bachelor of Laws (Honours) (Double Majors - details of Majors will be mentioned in the degree title) [BA LL.B (Hon) Double Majors],
- e. Bachelor of Business Administration and Bachelor of Laws (Honours) (Double Majors - details of Majors will be mentioned in the degree title) [BBA LL.B (Hon) Double Majors],
- f. Bachelor of Science (Data Science) and Bachelor of Laws (Honours) (Double Majors - details of Majors will be mentioned in the degree title) [BS LL.B (Hon) Double Majors],
- g. Bachelor of Arts and Bachelor of Laws (Honours) (Major and Minor - details of Majors and Minor will be mentioned in the degree title) [BA LL.B (Hon) Major and Minor],

- h. Bachelor of Business Administration and Bachelor of Laws (Honours) (Major and Minor - details of Majors and Minor will be mentioned in the degree title) [BBA LL.B (Hon) Major and Minor],
 - i. Bachelor of Science (Data Science) and Bachelor of Laws (Honours) (Major and Minor - details of Majors and Minor will be mentioned in the degree title) [BS LL.B (Hon) Major and Minor],
 - j. Bachelor of Arts and Bachelor of Laws (Honours) (Double Minors - details of Minors will be mentioned in the degree title) [BA LL.B (Hon) Double Minors],
 - k. Bachelor of Business Administration and Bachelor of Laws (Honours) (Double Minors - details of Minors will be mentioned in the degree title) [BBA LL.B (Hon) Double Minors],
 - l. Bachelor of Science (Data Science) and Bachelor of Laws (Honours) (Double Minors - details of Minors will be mentioned in the degree title) [BA LL.B (Hon) Double Minors],
- B. Students, who intend to pursue the major and minor, as mentioned in (d) to (l) above, are required to give their choice after completion of third year by application in writing to the Faculty Advisor who shall forward the same to UGEC for its consideration;
- C. A student must have a minimum CGPA of 7.00 at the end of the third year and no backlogs to be considered for the major and minor;
- D. An assessment of the performance of students opting for the major/minor undergraduate degree will be undertaken by the UGEC after the completion of every trimester in the fourth year. Where the UGEC is of the opinion that the student has failed to perform satisfactorily and unable to continue with the additional load, the UGEC may recommend the student be considered under the regular Honours program without any major or minor. In such cases, the decision of the Vice Chancellor shall be final.

Regulation 11: Postgraduate Degree

- A. The Postgraduate Degree Programme of University shall be offered through regular residential programme for maximum period of two years or through accumulation of micro - degree credits within a maximum period of five years from first date of registration of first micro - degree course;
- B. The Postgraduate Residential Degree Programme shall include such majors as the University may offer from time to time;
- C. All students enrolled in the course are required to choose a particular major;
- D. The degree offered in such a case will mention Master of Laws (LL.M) or Master of Science (MS) (with major (s) in a specific area).

Regulation 12: Structure of Courses

1. Course Structure

- A. For undergraduate programmes, the following category of courses shall be offered to students as approved by the Academic Council from time to time;

Taught Courses (with regular classroom engagements):

- a. Foundation Courses, common across all disciplines,
- b. Core Courses from domain and law,
- c. Depth Elective Courses from domain and law,
- d. Open Elective Credit Courses from domain and law,
- e. Additional Core Courses from domain and law,
- f. Additional Depth Elective Courses from domain and law;

Non-Taught Courses (without regular classroom engagements):

- a. Moot Court Exercises,
- b. Client Counselling,
- c. Negotiation,
- d. Judicial Writing,
- e. Seminar,
- f. Term Paper,
- g. Viva Voce,
- h. Advisory Support Courses,
- i. Dissertation;

- A. Every student is required to complete the requisite number of taught and non- taught courses with specific credits per trimester. Those pursuing double minors or major and minor or double majors are required to take additional courses over and above the regular courses;

- B. A student pursuing the undergraduate degree programme has to complete the following credits over a period of five years:

- a. BA/BBA/BS LLB (Hons.) - 280 credits,
- b. BA/BBA/BS LLB (Hons.) with Double Minors – 300 credits,
- c. BA/BBA/BS LLB (Hons.) with Major and Minor - 320 credits,
- d. BA/BBA/BS LLB (Hons.) with Double Majors - 340 credits;

C. A student pursuing the postgraduate programme in a residential programme has to complete a minimum of 80 and maximum of 140 credits over a period of two years;

D. For Postgraduate programme, the following category of courses shall be offered to students as approved by the Academic Council from time to time:

- a. Foundational Course [level 400-500] may be recommended by PGEC,
- b. Core Courses,
- c. Depth Electives,
- d. Advisory Support Courses [including Advanced Writing and Advanced Teaching - Learning, Critical thinking, and Research-led courses],
- e. Seminar,
- f. Viva Voce, and
- g. Dissertation;

1. Core Courses

A. There shall be nine courses of two credits each in the first trimester of the undergraduate programme. These courses shall be mandatory for all students in the program;

B. In addition to the above, an undergraduate student has to complete a minimum number of seventy-two core credits in law subjects. In the selected domain, BA/BBA/BS, the student has to complete sixty credits from the respective domain. The course level for undergraduate courses shall be 200 – 300;

C. Postgraduate students shall complete twelve credits. The course level for postgraduate courses shall be 500 – 600.

1. Electives (Depth & Open) Course

- A. Electives are grouped into two categories for undergraduate programmes - Depth and Open;
- B. A student has to complete open electives with a minimum of twelve credits in law and eight credits in a domain other than the one he/she is pursuing. The open electives will be drawn from depth electives of the domain, and open electives law will also follow a similar pattern. A student may seek the support of a Faculty Advisor in selecting the open electives;
- C. Depth electives are grouped together under specific heads in law and domain areas for undergraduates. The students are encouraged to take sixteen credits from one group in law, while the remaining may be taken from the other groups in undergraduate. Similarly, students should opt for Open electives from other domains. Sixteen credits have to be completed in depth electives for the domain for the undergraduate programme;
- D. Post-graduate student has to complete depth electives, ten credits, and six credits in open electives;
- E. The courses level for Depth and Open electives in undergraduate programmes will be 300 – 400;
- F. There is no ceiling in the number of additional courses that students can opt for in a trimester; however, no accommodation shall be made in the schedule of classes for students taking such an option;
- G. Students shall be permitted to audit a course provided that the faculty member offering the course has no objection to such auditing, and no accommodation shall be made in the schedule of classes for students taking such an option;
- H. Postgraduate students are required to select electives from among the 500 level courses and above. For a Major, a student has to complete a minimum of twelve credits each in the specific area of the Major;

- I. The credit loading may be different for MDCPP. The PGEC will prepare the guidelines from time to time and get them approved by the Academic Council.

1. Moot Court

Moot Court exercises shall be an integrated part of every core course offered to undergraduate students. Students shall be required to appear in moot court exercises based on hypothetical problems given by the faculty concerned. Such moot court exercises shall be evaluated based on memorials and arguments before the faculty concerned. A minimum of two moot court exercises will be held in each subject where ever applicable throughout the trimester.

2. Client Counselling

Client Counselling exercise shall be a part of Core, Depth or Open Elective courses, wherever applicable, offered to undergraduate students. Students shall take part in the exercise based on hypothetical problems given by the faculty concerned. Such exercise shall be evaluated on the basis of an appreciation of facts narrated in the Client Counselling report (s).

3. Negotiation

Negotiation exercise shall be a part of Core, Depth or Open Elective courses, wherever applicable, offered to undergraduate students. Students shall be required to participate in the exercise based on hypothetical problems given by the faculty concerned. Such exercise shall be evaluated on the basis of the document, which includes framing of checklists and conditionalities framed/developed out of Negotiation.

4. Judicial Writing

Judicial Writing exercise shall be a part of Core, Depth or Open Elective courses, wherever applicable, offered to undergraduate students. Students shall be required to participate in the exercise based on hypothetical problems given by the faculty concerned. Such exercise shall be evaluated on the basis of the judgement written by the student after hearing both sides (i.e., petitioner and respondent) in moot court on the set of simulated facts.

5. Additional Core (Domain and Law) Course

- A. A student interested in pursuing Double Minors, Major and Minor, and Double Majors in undergraduate programmes, shall opt for additional core courses;
- B. To opt for the Double Majors, a student needs to complete eight credits each from additional core subjects from domain and law, respectively;
- C. To opt for the Major and Minor, a student needs to complete six credits each from additional core subjects from domain and law, respectively;
- D. To opt for the Double Minors, a student needs to complete four credits from additional core subjects from the domain and two credits from additional core law;
- E. The course level for additional core subjects will be 300 - 400. The courses of Additional Domain Core will have a separate course number from the additional law core.
- F. All taught courses should be administered through content management software (e.g., Moodle or Equivalent)

1. Additional Elective (Domain and Law) Course

- A. A student interested in pursuing Double Majors, Major and Minor, and Double Minors in undergraduate programme shall opt for an additional elective course;
- B. To opt for the Double Major, a student needs to complete twelve credits each from additional electives from domain and law, respectively;
- C. To opt for the Major and Minor, a student needs to complete eight credits each from additional electives from domain and law, respectively;
- D. To opt for the Double Minor, a student needs to complete four credits from additional electives from domain and six credits from additional electives law;

E. The course level for additional electives will be 500 - 600. The courses of additional domain elective will have separate course numbers from the additional law elective;

F. All taught courses should be administered through Content Management Software (e.g., Moodle or equivalent).

1. Non-Taught Courses

A. Non-taught courses include seminars, viva voce, dissertation, term paper and advisory support courses for undergraduate programmes. These shall be undertaken under the mentorship of the faculty concerned;

B. Advisory support courses encourage students to pursue any field of personal interest, including legal documenting, legal filmmaking and documentaries, photography, community leadership, developing legal code (software programme), social entrepreneurship incubations, archiving legal history, legal journalism, writing scripts on the socio-legal problem, and similar activities in collaboration or under the mentorship of any faculty or expert from a similar field. Such exercise has to be taken during vacation, and a report has to be submitted along with proof of the work undertaken for evaluation by a panel constituted for the same by the UGEC;

C. For the postgraduate programme, students have to complete Advisory Support Courses, i.e., Critical Thinking, Research Led Course, Advanced Writing and Advanced Teaching Learning;

D. Critical Thinking aims to develop the skill amongst the students to analyse the theoretical framework in any chosen domain and propose minor or incremental additions to the existing theoretical field. It will be assessed through presentation and submission of research papers;

E. Research Led Courses will redefine the micro domain of emerging understanding in existing or emerging domains of knowledge;

F. In Advanced Writing, students shall be required to submit research papers on small empirical work or data analysis on a defined problem, case comments, book review as assigned by the faculty mentor;

- G. In Advance Teaching Learning postgraduate students have to assist faculty in undergraduate programs. Such assistance shall include preparation of course contents, readings (study materials), preparing research topics and project proposals. Students may also be involved in cooperative teaching in class with faculty member associated with;
- H. All postgraduate advisory courses will be evaluated by a panel constituted by PGEC;
- I. Seminars and advisory support courses shall be Pass/No Pass, whereas term papers, viva voce, and dissertation/s shall be evaluated based on marks or grades.

1. Trimester Off

- A. Undergraduate students shall be entitled to take a trimester off in the twelve trimesters of the programme. To avail trimesters off, students shall submit their plan of work for the twelve trimesters to the AR (A) or DR (A) at the end of the previous academic session. The AR (A) or DR (A) shall forward the same to the UGEC for due consideration. The UGEC shall examine the work plan and accept or decline the same. Where required, the UGEC may suggest modifications and /or additions. In such cases, the student shall be required to submit a revised plan;
- B. Where the UGEC accepts the trimester off plan of work for a student, he/she shall proceed to work in the respective place. He/she shall submit a detailed report of the work undertaken, outcomes, if any, and make a presentation on completion of the trimester. The panel constituted for the same by the Vice-Chancellor shall examine whether the work done may be considered in lieu of the total credits stipulated for the trimester. Where such credit falls short, the panel shall report the same to the AR (A) or DR (A) and the student shall be required to fulfil the remaining credits in forthcoming trimesters when the courses are offered;
- C. Postgraduate students shall be entitled to take a trimester off in the fourth trimesters of the programme. To avail trimesters off, students shall submit their plan of work for the fourth trimesters to the AR (A) or DR (A) at the end of the previous academic session. The AR (A) or DR (A) shall forward the same to the PGEC for due consideration. The PGEC shall examine the

work plan and accept or decline the same. Where required, the PGEC may suggest modifications and /or additions. In such cases, the student shall be required to submit a revised plan;

- D. Where the PGEC accepts the trimester off plan of work for a student, he/she shall proceed to work in the respective place. He/she shall submit a detailed report of the work undertaken, outcomes, if any, and make a presentation on completion of the trimester. The panel constituted for the same by the Vice-Chancellor shall examine whether the work done may be considered in lieu of the total credits stipulated for the trimester. Where such credit falls short, the panel shall report the same to the AR (A) or DR (A) and the student shall be required to fulfil the remaining credits in forthcoming trimesters when the courses are offered.

Chapter V: EVALUATION PROCESS

Regulation 13: Evaluation Process

1. Evaluation of Taught courses

- A. All taught courses, including foundation, core and electives, shall have the following evaluation components:
- a. End-Term Examination - 60%,
 - b. Continuous evaluation, including moot courts, client counselling, negotiation, and judicial writing - 30%,
 - c. Attendance - 10%;
- B. The course faculty, in consultation with the UGEC shall decide the appropriate internal components for the course, including class participation, take-home assignment, term paper, class tests or any other mode of evaluation,

Provided, however that where the course faculty seeks to follow a structure of evaluation approved and followed for the same course in the previous academic year, prior consultation of the UGEC shall not be necessary,

Provided further that the marks allotted for class-participation shall not be more than 5;

C. For postgraduate programmes, the evaluation criteria shall remain the same, except for continuous evaluation, which shall be research based;

D. Evaluation criteria for other non-taught courses will be proposed by UGEC and PGEC from time to time, including Pass or No Pass. If Pass or No Pass criteria are adopted, and the student marked as no pass, he/she shall be entitled to re-submit his/her work within a stipulated time frame.

1. Dissertation

A. A student shall carry out a dissertation during the final three trimesters of their undergraduate and postgraduate programme. The dissertation shall carry a total of twenty credits for undergraduate and forty credits, in case of undergraduate with double majors and postgraduate programmes. The students shall carry out the dissertation under the supervision of a faculty, as shall be decided by the UGEC and PGEC;

B. A student may undertake to execute the dissertation in collaboration with an Industry, Research and Development Organisation or Another Academic Institution/University in India or Oversea where sufficient facilities exist to carry out the dissertation. In addition to the Supervisor from the University, a Joint Supervisor may be appointed from the Industry, a Research Organisation or Another Institute/University in India or Overseas with the approval of the UGEC and PGEC. The Joint Supervisor will be associated with the guidance and may also be associated with evaluation of the performance of the student. The internal Supervisor may, if felt necessary, visit the industry or the Research Organisation or the Institute/University in connection with the work of a student;

C. For the purpose of assessment, the performance of a student in the dissertation may be divided into the following parts:

- a. **13th and 14th Trimester for undergraduate/ 4th and 5th for postgraduate:** The student shall have to submit a progress report of the work done during the trimester and

make a presentation of 20-25 minutes duration (followed by a discussion) to the members of the panel (including the supervisor / Joint- Supervisor) as may be constituted by the UGEC and PGEC,

- b. **15th Trimester for UG / 6th Trimester for PG:** The student shall submit the dissertation by 30th April of the same year. The student will have to appear at a viva-voce and deliver a seminar lecture of 20-25 minutes duration. The dissertation seminar and viva-voce shall be conducted by the last date fixed as per the academic session declared by the University. The grades shall be assigned on the basis of marks awarded in the following manner:
- i. Dissertation: 25%
(Marks Awarded by External Expert on Dissertation report),
 - ii. Dissertation: 50%
(Marks Awarded by Supervisor (s) on Dissertation report),
 - iii. Viva Voce: 25%
(Panel constituted by UGEC/PGEC, including external expert).

1. Viva-voce

A comprehensive viva-voce will ordinarily be held in the final trimester for students pursuing double minor and major and minor in undergraduate programme. The oral examination will carry four credits and cover the entire course of study during the programme. The viva voce will be conducted by a panel constituted by UGEC consisting of members from the faculty of the University. The UGEC may invite a member of faculty from another University/ Institute to be associated with the conduct of the viva-voce.

2. Term Paper

A term paper shall be submitted by a student pursuing major and minor in undergraduate programme. Such term paper shall be submitted in the 14th trimester by the last date fixed as per the academic session declared by the University. The term paper shall be evaluated on the basis of a report and presentation made by the student before a panel constituted by UGEC. It shall carry a total of eight credits:

- A. Report as evaluated by guide: 50%,
- B. Presentation: 50%.

1. Seminar

A Seminar Assessment Committee shall be formed by the UGEC/PGEC for the evaluation of performance at seminars. Such seminars shall be evaluated on the basis of presentation by students before the committee, followed by discussion and marked as Pass/No Pass. Every student who registers for ‘Seminar’ is expected to attend all the seminars of all the students of the batch held in the Department/School/Centre during the trimester. Due weightage will be given to a student’s attendance in the overall evaluation of this requirement.

Chapter VI: GRADING SYSTEM AND PROMOTION

Regulation 14: Grading System

- A. A seven-scale letter grade system will be used to assess the performance of students in the various categories (subject, dissertation etc.) as follows

Percentage of Marks		Description	Letter Grade	Grade	Points	Per Credit
i.	$m \geq 90$	Excellent	Ex		10	
ii.	$80 \leq m < 90$	Very good	A		9	
iii.	$70 \leq m < 80$	Good	B		8	
iv.	$60 \leq m < 70$	Fair	C		7	
v.	$50 \leq m < 60$	Average	D		6	
vi.	$35 \leq m < 50$	Pass	P		5	
vii.	$m < 35$	Fail	F		0	

- C. A **Trimester Grade Point Average** (TGPA) will be computed for each trimester to work out the overall performance of a student in that trimester. The TGPA will be calculated as follows:

$$GPA = \frac{\sum_{i=1}^n c_i g_i}{\sum_{i=1}^n c_i}$$

Where: ‘n’ is the number of subjects registered for during the trimester, ‘ci’ is the number of

Credits allotted to a particular subject, and 'gi' is the grade-points carried by the letter corresponding to the grade awarded to the student for that subject. TGPA will be rounded off to be second place of decimal and recorded as such. The TGPA would indicate the performance of the student in the trimester to which it refers.

D. A **Cumulative Grade Point Average (CGPA)** will be computed at the end of the Second and the dissertation trimesters. The CGPA gives the cumulative performance of the student from the first trimester up to the end of the trimester to which it refers and will be calculated as follows:

$$CGPA = \frac{\sum_{i=1}^m ci}{\sum_{i=1}^m ci}$$

Where 'm' is the total number of subjects the student has registered from the first trimester onwards up to and including trimester S, 'ci' is the number of Credits allotted to a particular subject 'si' and 'gi' is the grade-point carried by the letter corresponding to the grade awarded to the student for the subject 'si'. CGPA will be rounded off to the second place of decimal and recorded as such,

The CGPA would indicate the cumulative performance of the student from the first trimester up to the end of the trimester to which it refers;

- E. Whenever these Grade Point Averages are to be used for the purpose of determining the inter-merit ranking of a group of students, only the rounded-off values will be taken into account;
- F. When a student gets grade 'F' for any subject (s) during a trimester, the GPA and CGPA from that trimester onwards will be tentatively calculated, taking only 'zero points' for each such 'F' grade. After the F grade (s) has been substituted by a higher grade in the supplementary examination or in a subsequent trimester, the GPA and CGPA of all the trimesters, onwards from the trimester in which the 'F' grade was obtained earlier, will be suitably modified to take this change of grade into account;
- G. A student has to secure 'P' in all non- taught courses. There is no provision for re-evaluation in non- taught courses. In case a student secures 'F' in a non-taught course, he shall not receive the degree;

H. Except in case of shortage of attendance where a student is required to re-register for a course, in case of taught courses, if a student secures an 'F' grade, he shall be allowed to sit for re-examination in the subject in the next academic session when the course is offered.

I. The Grade Value earned by the student in the Re-Examination shall be deducted by two points for the purpose of calculation of CGPA,

Provided however that Grade Value after such deduction shall never be less than five;

J. In case of final year students, the re-examination shall be conducted in the vacation following the completion of the academic session of the University;

K. The following students shall also be eligible to appear in the Re- examination held for a subject:

- a. A student who has missed a regular end trimester examination due to participation in a university-approved moot court competition and other co-curricular event held during the end-trimester examination. The student must obtain a prior exemption from the end-trimester examination by applying to the UGEC,
- b. A student who was unable to write the end-trimester examination due to hospitalisation or bereavement in the family,
- c. A student whose examination has been cancelled due to violation of examination malpractice during the previous academic year;

L. Except in conditions mentioned in (a) and (b), a student who appears in re- examination shall suffer deduction by two points for the purpose of calculation of CGPA;

Provided however that Grade Value after such deduction shall never be less than five;

M. Students who appear in re-examination except in conditions mentioned in (a) and (b) shall not be considered for the purpose of any medal, prize or honour to be awarded by the University.

Regulation 15. Criteria for Promotion

- A. A student must secure a minimum of 'C' grade in all, but two courses, offered in one academic session to secure promotion to the next academic year;
- B. A student who has failed in more than two subjects in an academic session shall be deemed unsuccessful and shall be admitted to the same class in the next academic year and shall study the subjects which she/he could not pass and get evaluated afresh, following all the requirements of a regular student;
- C. Every student who fails to obtain a promotion shall have to take re- admission in the same batch. Re-admission shall entail payment of all requisite fees, including re- admission fees, as may be notified by the University in the academic session;
- D. For promotion to second year – candidates have to pass at least all but two subjects offered in the first year, including the foundation courses in the first trimester for the undergraduate programme;
- E. For promotion to third year – candidates have to
 - a. pass all the subjects offered in the first year, and
 - b. pass all but two subjects in the second year;
- F. For promotion to fourth year, candidates have to
 - a. pass all the subjects offered in the first and second years, and
 - b. pass all but two subjects in the third year;
- G. For promotion to fifth year, candidates have to
 - a. pass all the subjects offered in the first, second and third years, and
 - b. pass all but two subjects in the third year;
- H. For postgraduate program (residential), promotion to second year will require the candidates to
 - a. pass at least all but two subjects offered in the first year.

Chapter VII: EXAMINATION

Regulation 16: General Terms

- A. Written examinations for all taught courses shall be held at the end of the trimester they are taught in. The total marks for the written examination shall be sixty;
- B. The schedule of examinations for each trimester shall be notified at least one week before the date of the first examination;
- C. Results for each course, along with the answer key used for evaluation, shall be submitted by the course teacher to the Examination and Record-Keeping Cell (ERC) no later than ten days after the date of the examination;
- D. Students' marks and grades obtained in each subject shall be reflected on the online portal. The University will maintain a record of the result separately;
- E. Results will be declared in the official transcript and communicated to the parents of the student concerned through electronic means within one week of the announcement of the results;
- F. The evaluation and grading system for micro credit postgraduate degree programmes will be governed by regulations 13, 14 and 16.

Regulation 17: Withdrawal

- A. A student who has been admitted to the undergraduate or postgraduate programme may be permitted to withdraw temporarily for a period of one trimester or more from the University on account of prolonged illness/acute problem in the family provided that:
 - a. The student applies to the University within 15 days of commencement of the trimester or from the date last attended the classes, stating fully the reasons for such withdrawal together with supporting documents and endorsement of the father/guardian,
 - b. The University is satisfied that, inclusive of the period of withdrawal, the student is likely to complete all the requirements for the degree within ten years of admission to

the programme for undergraduate and five years for postgraduate,

- c. There are no outstanding dues or demands from the University/Hall of Residence/Library;

B. A student who has been granted temporary withdrawal under the above provisions will be required to pay tuition fees and other fees for the current semester when the student rejoins the program;

C. A student shall be granted only one such temporary withdrawal during the program.

Regulation 18: Examination Malpractice

A. Upon the discovery of, or reasonable suspicion of, any malpractice, any faculty member, or member of the university staff, shall immediately refer the said instance to the Examination and Record Keeping Cell (ERC). The ERC shall refer the complaint to the appropriate Council, with intimation to the student concerned. The Chairperson of the appropriate Council after due consideration shall forward the same to the Disciplinary Committee of the University as may be notified by the Registrar under the instruction of the Vice-Chancellor. Examination malpractice includes, but is not limited to, any of the following acts:

- a. Gaining unauthorised access to documents, including examination question papers, answer sheets, records, or other confidential documents, whether physically, by employing electronic means, or otherwise, at any given point of time;
- b. Removal of an answer sheet from the venue of examination, after the commencement of the examination;
- c. Carrying of electronic equipment into the examination hall, without prior written permission to do so;
- d. Carrying in any material into the exam hall which is not permitted by the course teacher or university authorities;
- e. Any communication, whether by words, gestures or otherwise, with other candidates in the examination hall, during the examination;
- f. Deliberate revelation of identity of the candidate on the answer sheet, so as to vitiate the examination results;
- g. Any other activity that, in the opinion of the invigilator, amounts to malpractice;

- h. Any attempt to commit any of the above.

Regulation 19: Credit Bank

The University will subscribe to the Academic Bank of Credit (ABC). Credits completed by a student shall be deposited to ABC.

Regulation 20: DigiLocker

The University shall subscribe to Digi Locker to submit the Degree certificate of the students.

Regulation 21:

In case of any exigencies, the regulations may be reasonably modified by the Vice - Chancellor in the interest of the students and University. Such modification to be placed before the immediate Executive Council.

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

ANNEXURE 4

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.

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.

**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 _____

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.

National Law University Meghalaya

Doctor of Philosophy Regulation 2023

1. General

- 1.1 The University admits students for research leading to the Degree of Doctor of Philosophy (PhD). The University will incorporate a University Research Committee and the Vice Chancellor will be the Chairman.
- 1.2 A PhD student may belong to one of the following categories:
- i. Regular Assistantship
 - ii. Individual Fellowship (CSIR/UGC/DBT/INSPIRE/ICMR etc.)
 - iii. Sponsored
 - iv. Project
 - v. Quality Improvement Programme (QIP) [under AICT and UGC]
 - vi. University Employee
 - vii. Foreign National
 - viii. Working Professionals
 - viii Judge of High Court and Supreme Court
- i. A PhD candidate in the Regular Assistantship (University research student) is eligible for getting a University Research Fellowship, as approved by the Academic Council. See Appendix II for details of eligibility for getting the assistantship.
 - ii. A PhD candidate in the Individual Fellowship joins the University's PhD programme as an individual student and enjoys the UGC/CSIR/DBT/INSPIRE.
 - iii. A PhD candidate in the Sponsored category is one who is sponsored by an organisation of repute for the PhD programme.
 - iv. A PhD candidate in the Project category is one who works either as a research fellow or as research staff in a university project.
 - v. A research candidate in the QIP is a sponsored faculty member of another University who is selected for admission to the PhD programme under the QualityImprovement Programme.
 - vi. A PhD candidate in the University-Employee category (University Employee research candidate) is a permanent employee of the University who is sponsoredby the Institute for the PhD programme.
 - vii. A non-Indian PhD candidate belongs to the Foreign National category (Foreign research candidate).

- viii. A PhD candidate in the working professional category is a working professional with bright academic background and employed in well-established and reputed companies (private/government), research organizations, and Ministries of Central and State Governments with two years of experience. See Appendix III for detailed rules and regulations.
- 1.3 The University is completely residential, except for High Court and Supreme Court Judge (including retired), and every candidate is entitled to stay in the Halls of Residence. See Appendix VIII for the rules for accommodation in a Hall of Residence.
 - 1.4 A PhD candidate must pass through several recognisable phases of research: Joining, Formation of Doctoral Scrutiny Committee, Enrolment, Coursework, Comprehensive Examination, Registration, Synopsis Submission, Submission of Thesis for Examination, Thesis Examination, Compliance to the Examiners' Comments, Thesis Defense, and Final Thesis Submission. Semester Registration is an activity which spreads throughout the research lifecycle. Activities pertaining to each of these phases are detailed later in this document.
 - 1.5 Normally, a research student must stay in the University until completing the assigned coursework and submitted the thesis.
 - 1.6 For a research student in the sponsored category, the minimum residential requirement can be recommended by Doctoral Scrutiny Committee (DSC) provided the student has completed the recommended coursework.
 - 1.7 The following categories of research students can be given **temporary withdrawal** subject to the conditions mentioned:
 - i. A PhD candidate in the QIP category after the completion of three years of work if the work is not complete. The sponsoring Institute has to give an undertaking that adequate and relevant research facilities exist in the organization and that these facilities and time will be extended to the student for doing his / her research work.
 - ii. A PhD candidate in the Sponsored category, after the completion of the course requirements provided, the sponsoring organization gives a written statement to the effect that adequate and relevant research facilities exist in the organization and that these facilities and time will be extended to the student for doing his / her research work.
 - iii. A PhD candidate who has got a job offer if he / she has completed his / her registration, subject to the condition that after joining the new job he / she will submit a written statement, within one month after taking the withdrawal, from the organization

- indicating that adequate relevant research facilities exist there and that these facilities and time will be made available to the candidate for doing his (or her) research work. If such a written statement is not received within a month, then the temporary withdrawal will be cancelled. Having a supervisor from the sponsoring organisation is encouraged in all such cases.
- iv. The requirement of seminar presentation and submission of progress report once in every six months for the Sponsored Project, Working Professional, QIP students will be one seminar for every six months. Further, any PhD student including the regular category, should give seminar presentations and submission of progress report once in every six months from the date of withdrawal till the submission of synopsis seminar.
 - v. In case of regular scholars taking temporary withdrawal, they will have to give seminar presentation once every six months from the date of temporary withdrawal till the date of submission of synopsis seminar on joining back the University.
 - vi. Regular University Research Scholars should give seminar presentation and submission of progress report once every six months from 5th year onwards till submission of synopsis seminar.
- 1.8 Every student permitted to carry out the research work externally is required to maintain close contact with the supervisor in the University.
- 1.9 After enrolment for the PhD program, a Research Candidate under any category may be permitted to be on leave from the University/School for a few days per year of stay, as stated below:
- (i) for incidental purposes, CASUAL LEAVE 15 days
 - (ii) for treatment of illness, MEDICAL LEAVE 30 days
- The Chairman of the University Research Council (URC) will grant the leave on the recommendation of the Supervisor, and any leave not availed of in a year shall not accumulate.
- 1.10 A research candidate who meets the criteria laid down in para 2.b onwards in Appendix- I, should devote at least three years from his enrolment before he/she is permitted to submit the thesis. However, for a candidate who meets the criteria as laid down in para 2. in Appendix I, the period will be two years.
- 1.11 In the course of the research, a PhD candidate is expected to (i) satisfactorily complete prescribed coursework and comprehensive examination, (ii) work diligently on a chosen thesis topic, (iii) give interim reports and presentations on the progress made in the research front, (iv) present and publish papers in reputed conferences and journals, (v) do a research work that is original and that follows the broad research methodology accepted

by the peers in the field, (vi) give a seminar on the research work done and submit a synopsis of the thesis, (vii) verify thesis through software (decide by research council timeto time) to prevent plagiarism, (viii) submit the thesis, (ix) modify the thesis on the basis of comments of the examiners, (x) defend the thesis in an open viva, and (xi) submit the finalcopies of the thesis.

1.12 The award of the PhD degree is made on the basis of satisfactory performance of a research student in

- (i) the prescribed coursework,
- (ii) the comprehensive examination,
- (iii) the synopsis submission seminar,
- (iv) the thesis submitted by the candidate judged for its novelty and originality, and
- (v) the final viva voce.

1.13 The thesis shall be the report of original and novel research work characterised by discovery of new facts, or development of new theory, or new interpretation of known facts and theory, or independent design and development, or development of new instrument/technology.

1.14 During the entire research period, every Ph.D. candidate must follow the rules, regulations, and guidelines as laid down by the University.

1.15 The PhD candidates shall conduct themselves within and outside the precincts of the University in a manner befitting the students of a University of national importance. Detailed rules regarding conduct and discipline are given in Appendix V.

2. Admission

2.1 Admission to the PhD programme will be a continuous process. Advertisements shall appear on the University website. The eligibility criteria for candidates for admission into the PhD programme are given in Appendix I.

2.2 University Research Council (URC) of the University/ concerned School recommends admission of candidates to the PhD programme based on the following:

- ☐ URC shortlists the candidates on the basis of their eligibility and overall academic career. University can set its own cut-off score for shortlisting the candidates.
- ☐ To evaluate the candidates, it conducts a test and/or an interview for the shortlisted candidates and considers the performance of the candidates in both the test and/or

the interview as well as their overall academic career to recommend a list of candidates for admission to the PhD programme.

- 2.3 The URC appoints one Board (or two Boards) for conducting the Test and/or the Interview. The Board(s) examines (examine) a candidate's background adequacy for research, aptitude and preparedness for research, broad area of research which the candidate is interested to work in, and whether adequate facilities (hardware, software, and matching area of supervision) in the indicated research area exist in the University.
- 2.5 A candidate in any of the above-mentioned categories may not be recommended for admission if adequate research facilities (equipment, expertise, or the like) are not available in the University.

3. Joining

- 3.1 After getting the letter of admission to a PhD programme, a student has to join the programme by (1) depositing the requisite amount to the Institute and (2) submitting (a) documentary proofs for the degrees and marks obtained in the qualifying examinations, (b) documentary proof of scores in examinations (in case of Individual categories), (c) sponsorship certificate and release letter from the sponsoring organizations (in case of a sponsored research student), (d) acceptance of resignation by the employer if in employment and selected for Regular with Assistantship category, (e) release letter (in case of a QIP research student), (e) clearance of appropriate government and offer of assistantship (in case of a foreign research student) and (f) medical certificate
- 3.2 A candidate should fulfill the appropriate standards of medical fitness. The opinion of the University Medical officer with regards to the medical fitness of a candidate shall be final.

4. Allocation of Students to Supervisors

- 4.1 Every admitted candidate will have one or two supervisors.
- 4.2 Allocation of supervisors is made by the URC.
- 4.3 A supervisor plays a critical role in the successful conduct of research. He / She plays the role of a research advisor, an administrator, and a friend. See Appendix VI for other details regarding the supervisor allocation, supervisor's role, and the supervisor-student relationship.
- 4.4 Project investigators are normally the supervisors for the research students in the project-category.

- 4.5 A research student in the Individual Fellowship category is permitted to have a supervisor of his (or her) choice.
- 4.6 A student who, with the permission of the University, carries out substantial portion of the research work in another organization (equipped with adequate research facility) under the guidance of an experienced individual requisite expertise can be permitted to have him (or her) as a supervisor subject to the recommendation of the Doctoral Scrutiny Committee (based on the consent and a bio-data of the individual) to that effect.
- 4.7 Whenever a supervisor goes on long leave, the Chairman of URC will get clearance and a letter will be issued by Deputy Registrar/Assistant Registrar (Academic) with regard to appointment of caretaker supervisor or co-supervisor (as the case may be)

5. Formation of Doctoral Scrutiny Committee (DSC)

- 5.1 The Chairman URC, in consultation with the Supervisor(s), shall constitute a Doctoral Scrutiny Committee (DSC) for each research student.
- 5.2 A Doctoral Scrutiny Committee is a crucial administrative organ of the research administration that oversees the progress of the student in the research front. Its functions are to:
- Recommend coursework for the student,
 - Advise the student on the appropriateness of the chosen research work and the adopted research methodology,
 - Monitor the student progress on the basis of interim reports and seminars,
 - Decide on the adequacy of the work done for registration for Ph.D., semester registration, annual renewals, enhancement and extension of assistantship (for Institute research students), and for submission of the work as a Ph.D.-level thesis,
 - Recommend the names of the examiners for evaluating the thesis,
 - Judge whether the changes suggested by the examiners are incorporated in the revised thesis,
 - Conduct the thesis defense examination along with the External Examiner,
 - Recommend, to the Academic Council, the award of the Ph.D. degree.
 - Give its recommendations with regard to change of supervisors, change of coursework (if any), change of DSC members, conducting part of the research work elsewhere, application of the student for temporary withdrawal, and with regard to research front and research misconduct of a student.
- 5.3 The Doctoral Scrutiny Committee for a student should be formed **within two weeks** of the student joining the programme.

- 5.4 The Doctoral Scrutiny Committee shall consist of the following members:
- ☐ Chairman: Professor or any other faculty in the school subject to such nomination and suitability by Chairman.
 - ☐ Convener: Supervisor
 - ☐ Joint Supervisor, if any (either from the University or from outside University)
 - ☐ Three members of the faculty having relevant expertise in the area of research to be nominated in consultation with the Supervisor(s)

5.5 A member of the faculty who himself/herself is enrolled for the PhD degree of the University or does not have adequate experience in the relevant field shall not be appointed as Chairman or Supervisor or a member of the Doctoral Scrutiny Committee for any other candidate for the PhD degree.

6. Enrolment and Recommended Coursework

- 6.1 A newly admitted research student has to enroll for the Ph.D. programme within one month of joining.
- 6.2 For enrolment, the student fills an application stating the broad area of research and providing his (or her) academic background.
- 6.3 The Doctoral Scrutiny Committee considers the application and recommends a set of subjects as coursework normally complementing the student's academic strengths with the core and the advanced methodological skills needed for the research work.

The recommended coursework is as under:

- a. Academic Writing Course (Compulsory).
- b. A list of courses of Level 500 to 700 level with a total credit loading as under:
 - i. For a student admitted on the basis of LL.M/M.S. or equivalent degree the credit requirement will be 10 to 20.
 - ii. For a student admitted on the basis of LL.M / MS or equivalent degree (who had done their qualifying degree 8 years before the admission), the credit requirement will be 20 to 40.
 - iii. For a student admitted on the basis of LL.B / BS or equivalent degree the credit requirement will be 20 to 40.
 - iv. For a student admitted on the basis of LL.B / BS or equivalent degree and had done their qualifying degree 8 years before the admission, the minimum credit requirement is 40.

- 6.4 If a required course is not available in the University a subject can be chosen from the list of Academic Council - approved Self-Study subjects. Instructions in such a subject can be imparted in a self-study style, but performance evaluation of the student has to be made following the usual steps of evaluation such as teacher's assessment based on assignments, seminars, tutorials, etc., mid-term examination, and end-term examination, as prescribed for a regular subject.

Guidelines for registration of subject in a self-study mode:

- ☐ The Research candidate will be allowed to register a course in self-study mode from 2nd trimester for sponsored category and 3rd trimester for other categories.
- ☐ A candidate will be permitted to register for only two courses in self-study mode in the entire Ph.D. duration.
- ☐ A candidate is allowed to register for only one self-study course in a particular trimester.
- ☐ The self-study course, which a candidate will register, should not run in that trimester as a regular mode.
- ☐ The self-study course should be in the assigned trimester as per number of the course.

- 6.5 Research candidate can also register additional subjects and get the due credit of attending the course as follows:

- ☐ The candidate may register for additional courses at any time during his studies subject to the recommendation of the DSC;
- ☐ The candidate will be considered as "ADDITIONAL" only. It cannot replace any of the recommended subjects;
- ☐ In case of failure, Grade "F" will be shown in the grade card. However, the student can clear the subject in subsequent semesters.
- ☐ Obtaining Minimum Grade "C" is not applicable for additional subject(s).

- 6.6 Enrolment of a student for the PhD programme is complete after the URC approves the enrolment based on recommendations of the DSC. However, all such approvals should be reported to the Academic Council for concurrence.

7. Performance in the Recommended Coursework

- 7.1 A research student must secure a grade not lower than 'C' (Satisfactory) in every recommended subject in the 7-point grading scale adopted by the Institute.
- 7.2 If the grade obtained by a student in a subject is lower than 'C', the candidate is required to repeat the subject.

- 7.3 If a student fails to complete the coursework within one year of enrolment, then the DSC will review the performance of the student and can recommend a change of coursework or advise the student to quit the PhD programme.
- 7.4 The DSC can consider an application from the student and can recommend a different set of subjects if such a change helps the student to carry out his (or her) research work better.
- 7.5 A grade card mentioning the performance of the student in the recommended coursework is issued to each student along with provisional certificate after completion of defense viva. However interim grade card can be issued only after Registration seminar is approved.
- 8. Comprehensive Examination**
- 8.1 A research student after completion of two tri-mester becomes eligible to appear at the comprehensive examination. The guidelines for conduct of comprehensive examination are given in Appendix VII.
- 8.2 A candidate has to successfully pass in the comprehensive examination in a maximum of two attempts. In case a research student fails to qualify the comprehensive examination in two attempts, then he / she has to quit the PhD programme. However, he/she can work leading to LL.M (research) or MS (research) degree. In such case, student should again appear for and qualify comprehensive examination as per LL.M/MS programme norms. The course work completed during the PhD programme may be transferred to LL.M/MS enrolment.
- 9. Registration**
- 9.1 Registration is a process of formally accepting that a research student is ready to carry out his / her research in a chosen area.
- 9.2 A student is deemed to be eligible for registration for the PhD when he / she
- Completes the recommended coursework securing at least C in each subject and qualifies in the comprehensive examination.
 - Makes a comprehensive survey of literature in the chosen area of research, identifies the research gap, and sets the objective of his / her research work.
 - Acquires the skill set required for carrying out the research work in the chosen area of research. The student is expected to master the other methodological and

analytical skills specific to his / her research by attending lectures in subjects outside the recommended coursework and by self-study.

- 9.3 Registration for PhD is to be done within three years of enrolment or within one year after the completion of the recommended coursework, but not later than three years from the date of enrolment.
- 9.4 In case a student fails to do his/her registration within the time limit prescribed above, the DSC can recommend the student's name for strike off the rolls of the Institute.
- 9.5 The student applies for registration, writes a research proposal and gives a seminar talk on the topic of his / her research.
- 9.6 The research proposal outlines the importance of the research area, makes a critical analysis of the work done in the past, identifies the research gap, poses the research questions, specifies the objectives and the scope of the research to be done by the student, and states the progress made in the research front (if any).
- 9.7 The research proposal must reach the members of the DSC at least three days before the registration seminar.
- 9.8 The seminar talk has to be delivered to an open audience with members of the DSC and URC present.
- 9.9 The student is expected to be receptive to all the comments and feedback from the DSC, URC, and others present in the seminar to make his/ her research work more progressive and novel.
- 9.10 If the research proposal and the seminar presentation are satisfactory, the DSC recommends the case for Ph.D. registration.
- 9.11 If, however, the DSC is not satisfied with the research proposal and the seminar presentation; the candidate is required to submit another research proposal changed considering the comments received during the seminar presentation and give a seminar presentation within the next three months.
- 9.12 If a candidate's research proposal and seminar presentation are not satisfactory in the second attempt, the DSC can recommend the cancellation of the student's enrolment. He / she then ceases to be a research student at the University.

9.13 Registration of a candidate for the PhD degree shall be effective, normally, from the date of enrolment and shall remain valid for eight years.

9.14 A candidate will be required to submit the thesis before the expiry of the registration period. If a candidate cannot submit his / her thesis within the period, the registration shall lapse automatically.

10. Trimester Registration

10.1 Every research student is required to do trimester registration at the beginning of every tri-semester to enable the DSC to monitor and evaluate his / her progress on the research front.

10.2 The student pays the trimester fee (see Appendix-VIII), submits a progress report (about five-page long) outlining the work done during the previous semester, gives details of papers published in or communicated to journals and/or presented in the conferences, and work to be done during the next semester, and gives an open seminar presentation before the DSC and URC.

10.3 If a candidate's progress is unsatisfactory or is reported to be irregular in attendance, indiscipline, or involved in research misconduct, then the DSC may recommend striking off the student's name from the rolls of the University.

10.4 Research students who have not done trimester registration consecutively for three trimesters without valid reasons or without official permission, their names may be struck off from the students' roll of research student.

10.5 Research students should register for each trimester and cannot be processed without completing the registration of the previous trimester.

11. Submission of synopsis of thesis

11.1 When a student's research work gets peer-reviewed through published papers in reputed journals and conference proceedings (at least one published paper in a journal with a high impact factor) and when the supervisors are satisfied with the originality, the novelty, and the completeness of the research work, they give a green signal to the student to compile the work to convert it into a unified document – the thesis.

11.2 Peer publication requirements for submission of PhD thesis:

- (i) Two papers or as recommended by the DSC of original research work published or accepted in any SCI/Scopus/SSCI/SCIE/ABDC/WashLee journals/research monographs;
- (ii) One paper of original research work published or accepted in any SCI/Scopus/SSCI/SCIE/ABDC journals, and one peer-reviewed paper on original research work published in the proceedings of a conference;
- (iii) Two peer-reviewed papers (not abstracts or posters) on original research work were published in recognised conference proceedings;
- (iv) Awarded patents, technology transfers, copyright and trademarks may consider to be equivalent to published papers;
- (v) The paper(s) must be part of the thesis work done at the University;
- (vi) The student must be an author of the published paper.

11.3 Prior to submission of the thesis, the candidate submits the synopsis of the thesis and presents a seminar to an open audience in which, besides others, the members of DSC members will be present.

11.4 The synopsis of the thesis is to be prepared following the guidelines. It should bring out, in a summary form in about 10 pages printed with one-and-half line spacing, the importance of the research area, the objectives and scope of the study, a critical review of relevant literature, the methodology adopted, the work done, the research outcome and its interpretations, the contribution of the thesis to knowledge, and scope for future work in the area of the research.

11.5 A copy of the synopsis must be given to each member of DSC at least three days before the date of the seminar presentation.

11.6 The synopsis of the thesis and the seminar presented by the candidate help the DSC to test the quality, the novelty, the originality, and the completeness of the research work done by the student.

11.7 The members of the DSC and others present during the seminar presentation seek clarifications on the student's work and give feedback on the work presented in the synopsis and the seminar presentation.

- 11.8 The student modifies the synopsis of the thesis in light of the comments and the feedback and submits the modified synopsis to the members of DSC. When the DSC members are satisfied, DSC recommends submitting the synopsis.
- 11.9 If the DSC is not satisfied with the quality, the novelty, the originality, or the completeness of the work done, it asks the student to do additional work, submit a revised synopsis of the thesis incorporating the suggestions made during the seminar presentation, and give a seminar once again. When the members of the DSC are satisfied with the work, the revised synopsis of the thesis and the seminar presentation, they recommend the submission of the synopsis of the thesis.
- 12. Submission of the Thesis for Examination**
- 12.1 The candidate has to submit the thesis within one month after the submission of the synopsis. The date of submission of the Synopsis to the AR / DR (Academic) is recorded as the date of submission of Synopsis. A draft of the complete PhD thesis should be submitted to the DSC and Synopsis for consideration and approval.
- 12.2 The student writes the thesis following the thesis guidelines of the University. The thesis must contain, among other things, a declaration by the student that he/she has not indulged in any form of research misconduct, that the work is original and is not submitted for any degree to any other University or Institute, that the thesis does not contain any libelous (i.e., defamatory) statements, and that he/she has submitted the Research Notebook (if any) containing the research data and results to the Supervisor.
- 12.3 If a thesis is based on a project sponsored by an external organisation and the work uses/generates data/results of confidential nature to the organisation, then the research supervisor has to obtain permission from that organisation to include the material of confidential nature in the thesis and for its submission for the award of the degree. The draft thesis may have to be sent to the organisation for getting written permission.
- 12.4 The student sends a draft of the thesis to each member of the DSC as email attachment for comments. A member of the DSC is expected to send his / her comments on the draft within a week.
- 12.5 The student rewrites the thesis considering the comments made by the members of the DSC to the satisfaction of the supervisor (s).

- 12.6 He/she submits three copies of the soft-bound thesis along with its soft copy to the AR/DR (Academic). The thesis must be verified in software for plagiarism, and a report should be attached while submitting the thesis. The thesis should be printed on both sides of a sheet of paper and should be printed with at least one-and-half line spacing.
- 12.7 He/she also submits the Research Notebook containing the research data and results of the experiments and the analysis to the supervisor.
- 12.8 He/she carefully preserves the research data and results himself or herself for doing additional work if asked to do so by one or both examiners.
- 12.9 The student gets his or her grade card showing his or her performance in the recommended coursework.
- 12.10 Once a research student submits the thesis, he/she ceases to be a student of the University and becomes a candidate for the degree of PhD. Normally, he/she vacates the Hall of Residence within two days after submitting the thesis.

13. Examination of The Thesis

- 13.1 When DSC approves the synopsis of the thesis for submission, it recommends, to the Vice-Chancellor, two panels of ten examiners having expertise in the broad area of research of the thesis. Each panel must have names, designations, areas of specialisation, and detailed postal, email and telephonic addresses of five examiners. One of these panels must have the names and addresses of examiners from Foreign Universities.
- 13.2 The panels of examiners are prepared as per the following guidelines:
- The recommended person should have expertise in the broad area of research of the thesis and must be from a reputed University/Institute/Organisation.
 - More than one potential examiner for a thesis must not be drawn from the same University/Institute/Organization.
 - The name of a potential examiner should not be listed in more than one panel for more than one student at a point in time.
 - The name of a potential examiner should not be listed again and again by the DSCs of students in a Department/Center/School.
- 13.3 The Vice-Chancellor will select the examiners, one from each panel of examiners recommended by the DSC.

- 13.4 Upon getting the consent of an examiner, a copy of the thesis (both soft and hard) will be sent to him/her for evaluation.
- 13.5 Each examiner is requested to judge the quality, novelty, originality, and completeness of the thesis based on the hypothesis that the quality of the research work and its presentation in the thesis is comparable to any other thesis in any reputed University/Institute in the world. He (or she) is requested to
- Give a summary evaluation report specifically stating whether he/she considers the thesis to be
 - Acceptable without any change.
 - Acceptable subject to the candidate satisfactorily answering certain specific queries from the examiner during the thesis defense.
 - Acceptable subject to the minor modification of the thesis in the light of comments (to be specified by the examiner) and the DSC's approval that the thesis is modified appropriately along with the examiner's comments.
 - Acceptable subject to the modification of the thesis in the light of comments (to be specified by the examiner) but after the modified thesis is once again evaluated and adjudged to be acceptable by the examiner.
 - Not acceptable. The examiner is expected to give reasons for such a recommendation.
 - Give a detailed evaluation report highlighting the strengths and weaknesses of the thesis.
- 13.6 In case an examiner makes an inordinate delay in sending his / her evaluation reports even after several reminders (letters, emails, or telephonic), then another examiner may be appointed.
- 13.7 Neither a candidate nor his / her supervisor(s) is supposed to communicate with the examiners regarding the thesis evaluation nor interfere with the process of thesis examination in any way. The thesis will be rejected if a violation of this guideline is made.
- 13.8 In case a candidate is found to have been involved in any form of research misconduct in connection with his / her research work or if one or more of his / her declared statements are found to be false at any time, even after the award of the PhD degree, then his / her thesis will be rejected.

14. Consideration of the Examiners' reports By The DSC

14.1 The DSC will consider the evaluation reports from the examiners, the comments of the DSC Chairman and those of the Vice-Chancellor and will appropriately advise the candidate.

14.2 There may be **five** possible situations arising out of the nature of the reports, and the steps to be taken appropriate to the circumstances shall be as laid down below:

- (i) The examiners are unanimous in recommending the award of the degree without any modification of the thesis. The DSC recommends holding the final thesis defense.
- (ii) The examiners are unanimous in recommending the award of the degree but one or both examiners either want clarifications on certain issues during the thesis defense or minor modification of the thesis. In either case the candidate modifies the thesis as per the examiners' comments and submits, to the DSC, the modified thesis and a summary of modifications within a maximum period of six months from the date the communication is sent to him / her in this regard. If the DSC is satisfied with the modified thesis and its presentation in the summary of modifications, it recommends holding the thesis defense.
- (iii) The examiners are unanimous in recommending the award of the degree but one or both examiners want major modification of the thesis and a re-evaluation of the modified thesis. In this case the candidate modifies the thesis as per the comments of the examiners and submits, to the DSC, the modified thesis and a summary of modifications within a maximum period of six months from the date the communication is sent to him / her in this regard. If the DSC is satisfied with the modifications made in the thesis and with their presentation in the summary of modifications, then the modified thesis is sent to the examiner(s) (who had asked for re-evaluation) for its re-evaluation.
- (iv) One examiner does not recommend the award of the degree (i.e., rejects the thesis), whereas the other examiner recommends the award (with or without modification of the thesis). In such a case the candidate modifies the thesis in the light of the comments of the two examiners and submits, to the DSC, the modified thesis along with a summary of modifications within a maximum period of six months. If the DSC is satisfied with the modifications and their presentation in the summary of modifications, then it recommends sending the modified thesis to the same examiner or to another examiner in the same panel for re-evaluation. The recommendation of this third examiner, who re-evaluates the thesis, is considered

as final in determining whether the thesis is accepted or rejected for the award of the degree.

(v) Both the external examiners reject the thesis. In this case the thesis is rejected.

14.3 In case a thesis finally gets rejected, the Academic Council, on the recommendation of the DSC, may permit the candidate to submit a revised thesis within a period of one year from the date of communication its decision to the candidate. In such a case the observations and comments of the examiners are made available to the candidate. The candidate will have to pay the examination fee, submit a synopsis of the revised thesis to the DSC and give a synopsis submission seminar. If the DSC is satisfied, it recommends two new panels of examiners. Within one month of submission of the synopsis of the thesis, the candidate will send the soft copy of the thesis as email attachment to the members of the DSC, and upon their satisfaction, submit three soft copies of the thesis to the AR/DR (Academic). The procedure of thesis examination proceeds as before. In case both the examiners reject the revised thesis, the thesis stands rejected.

15. The Defense of the Thesis

15.1 Once the reports of the examiners are unanimous and favourable, the candidate is asked to defend his /her thesis in an open viva before a Viva-Voce Board. The Viva-Voce Board consists of all the members of the DSC and one of the thesis examiners. Usually, the Indian examiner is invited to be a member of the Viva-Voce Board. In a special circumstance when a foreign examiner is present in the country, he (or she) may be invited instead, with the approval of the Vice - Chancellor, to be a member of the Viva-Voce Board. Both the examiner may join through video conference mode also.

15.2 In case none of the two examiners is available for the thesis defense, the DSC may recommend appointment of another examiner from the original panel of thesis examiners or recommend a faculty from a reputed Indian University / Institute having sufficient expertise in the area of the research. In such a case, a copy of the thesis has to be sent to the newly appointed examiner before the scheduled date of thesis defense.

15.3 The candidate makes a seminar presentation of the research work, gives clarifications to all the queries made by the examiners, the members of the Viva-Voce Board, and by the members of the audience present.

15.4 The PhD viva voce examination may be conducted through video conferencing system at a suitable venue abiding by all the norms of PhD open defense in case of emergency or

an extraordinary delay in getting the examiner. If so, the signature of the examiner on the report of viva-voce examination should be obtained in original. In case the Indian examiner is not able to conduct the viva even through video conferencing, either the foreign examiner may conduct it through video conferencing or another Indian examiner preferably from the existing panel be invited to conduct the viva voce examination in person. Approval must be obtained from the Vice-Chancellor to conduct of viva-voce examination through video conferencing system or to invite another Indian examiner

15.5 If the performance of the candidate in the thesis defense is satisfactory and all other requirements are fulfilled, then the members of the Viva-Voce Board give a certificate to that effect, which becomes part of the candidate's thesis, and DSC recommends, to the Academic Council, the award of the PhD degree to the candidate.

15.6 If the Viva-Voce Board is not satisfied with the performance of the candidate in the defense of the thesis, it asks the candidate to once again defend the thesis before the Board within the next three months.

16. Revisions of the Thesis

16.1 It is mandatory that the final thesis submitted to the Institute after the thesis defense is error free. Therefore, the candidate has to modify the thesis in the light of the examiners' comments and carefully edit the final thesis before submitting the required number of copies to the Institute.

16.2 The candidate has to prepare a summary of all the modifications done by him (or her) very professionally, indicating how the suggestions and comments made by the examiners have been complied and how the issues raised by the examiners are addressed in the final thesis. The candidate has to submit an unbound copy of the final thesis and adequate number of copies of the summary of modifications made in the final thesis, to the DSC for its scrutiny.

16.3 If the DSC is satisfied with the modifications, it sends the summary of changes made in the thesis and its soft copy to the AR/DR (Academic) for sending them to the examiners.

17. Submission of the Final Thesis

17.1 The candidate once again modifies the thesis after the thesis defense if the Viva-Voce Board so desires and prepares the final hard-bound copies of the thesis to the satisfaction of the supervisor(s).

- 17.2 He /she submits the final copy of the thesis in an adequate number to the Institute (one hard copy to each supervisor and one hard and soft copy to the Library and Knowledge management center).
- 17.3 He/she also signs a copyright transfer form empowering the University to post the Abstract of the thesis on the website and the entire thesis on the Institute website for the benefit of the academic community at large.
- 17.4 The DSC makes specific recommendations to the Academic Council either for the acceptance of the thesis for the PhD degree or for its rejection.
- 17.5 The University gives a Provisional Certificate to the candidate after receiving the DSC's recommendations and the certificates with regard to submission of the thesis copies at the required places.
- 17.6 Copies of the examiners' evaluation reports may be issued to the candidate at his / her request with the Vice-Chancellor's permission without disclosing the examiners' names after obtaining consent from the examiner.
- 17.7 Nothing contained in these Regulations shall preclude a candidate from publishing/patenting, either independently or jointly with the supervisor, the results of the work incorporated in the thesis, at any time before or after submitting the thesis for examination.
- 17.8 A provisional certificate and statement of grades are to be issued to the candidate after the submission of the final thesis.

18. Award of the Degree

- 18.1 A student who completes all prescribed requirements satisfactorily and clears all fees and dues payable to the University and the Hall of Residence, and against whom no charge of indiscipline or research misconduct is pending, shall be eligible for the award of the PhD degree of the University by the recommendation of the Academic Council. The degree shall be awarded at the annual convocation for the academic session in which the student completes the requirements satisfactorily.
- 18.2 In case after the degree is awarded, a candidate is conclusively found to have indulged in research misconduct while carrying out his / her research work, the University will withdraw the award of the degree from the candidate.

19. Stay in Hall of Residence after submitting Thesis

- 19.1 For carrying out the revisions of the thesis as pointed out by the examiners as also during the period of the thesis as pointed out by the examiners as also during the period of thesis defense and preparation of the final thesis, permission is given to the candidate to stay in a Hall of Residence if he/she so requires.

20 Financial Assistance to Students for presenting papers in National and International Conferences/Seminars/Workshops

- 20.1 Full-time students at all levels (undergraduate, postgraduate and research candidates and Post Doctoral Fellows) will be eligible for the grant of Financial Assistance (Registration Fee and Travel Allowance).
- 20.2 The applicant may get the financial assistance for at most two conferences with no more than once conference held in abroad (B) including the period of his (or her) study to earn a particular degree. Detailed guidelines and eligibility criteria are given at minimum 10 credits to 20 credits .

21 Full Financial assistance to Students for Presenting Papers in listed Best Academic International Conferences around The World.

- 21.1 PhD Candidates will be eligible for the grant of Full Financial Assistance (Registration fee, Admissible Travel allowance, Admissible per diem as per institute rules, Visa fee, Medical Insurance, and Local Travel in India). The detailed guidelines are given in Appendix-IX.

Eligibility Criteria for Admission to Doctor of Philosophy (PhD) Programme (Vide para 1.2 of Regulation)

1. All candidates seeking admission to the PhD program under the categories mentioned below shall have to possess requisite marks/grades in the qualifying degree as shown below:

- a) Minimum 60% marks or a CGPA of 6.5 in 10-point scale in the qualifying examination 2 in Law/Engineering/Science/Commerce/Management/Humanities/SocialScience/MBBS and/or equivalent

Note: The CGPA will not be converted into percentage marks if the degree awarding Institute provides marks in CGPA system. Their admission will be based on the CGPA awarded in the transcript.

2. Minimum qualifying degree required for seeking admission to the PhD program

- a) LLM (2 years programme / 1 years programme) after EITHER at least 5 years of integrated LLB degree after 10+2 examination OR 3 years LLB degree after 10+2+3 examination
- b) Dual Degree BA/BBA/BS LL.B Hon with Double Major from National Law University Meghalaya
- c) MBA / PG Diploma in Management of 2-year duration (after completion of B.Tech/M.Sc/MA/M.Com)
- d) M.Sc. (Master of Science) / MA (Master of Arts) / M.Phil (1 year)
- e) M.Tech (Master of Technology) / MS / ME (Master of Engineering)/ M.Sc.(Engg.,) / MA
- f) M. Arch./ MCP (Master of City planning) /MRP (Master of Regional Planning)
- g) M. Phil. (2 years programme)
- h) BE/BTech/MCA
- i) An equivalent of the aforesaid degree.

APPENDIX II

Terms and Conditions for the Award of University Research Assistantship

(Vide para 1.3(i) of Regulation)

- 1.1 All Research Students admitted to the research programme under University Assistance category shall be entitled to award of University Research Assistantship.
- 1.2 A Ph.D. student in the Project category may be granted, on the recommendation of the DSC and SAC or URC University Research Assistantship provided he / she qualifies in MEG RAT. The total period of the scheme service enjoyed and the Institute assistantship together should not exceed 5 years. Transfer from CSIR/UGC etc., individual fellowships and from research projects to University Scholarship will be guided by the following:
 - (i) One must have completed at least 2 years in a research project/scheme.
 - (ii) Individual research students from external funding agencies like CSIR/UGC/ICAR etc., must have completed 3 years as Individual fellows.
 - (iii) The candidates will present their work done so far for his/her Ph.D. at an open Seminar with the DSC and SAC present and the SAC will satisfy itself that the case is deserving.
 - (iv) The candidate must be NET/GATE (fellowship) qualified.
 - (v) Such a case can be considered only if the fellow has been registered for the PhD
 - (vi) All other rules applicable for selection of regular Institute PhD candidates will apply.
2. The value of the Institute Research Assistantship shall be determine by Academic Council.
- 2.1 The value of Research Assistantship of a registered candidate may be recommended for enhancement by the DSC after completion of two years of continuous research work based on existing guidelines and on the basis of a written report and a seminar (enhancement seminar) given to an open audience with members of SAC or URC present. The enhancement of fellowship will be made from the month in which the scholar gives the enhancement seminar. In the event the seminar is delayed beyond stipulated period, the scholar will continue to get fellowship at old rate for the period (month) for which the enhancement application is delayed. In such situation the DSC should recommend for payment of fellowship in pre-revised rates.
- 2.2 Research scholars (University, individual and Project category) having no fellowships after completion of 5 years may be provided teaching assistantship of Rs. 15,000.00 (Rupees Fifteen thousand only) per month for 12 (twelve) months or the date of submission of thesis whichever is earlier in six-monthly installments subject to the recommendation of SAC or URC and DSC after assessing the progress of work. These students should be assigned academic responsibilities up to ten (10) hours per week to tutorial classes, Field work,

conduct of Seminar/Symposia, and Invigilation duty, assignments in the research facility and helping the knowledge management system.

- 2.2 In the event of the DSC being not satisfied with the progress of a student during the preceding two years it may recommend suspension of enhancement in the value of the assistantship for such period, as it deems appropriate. The Committee will reassess the candidate's work after the period so fixed and if the enhancement is recommended, indicate the date from which the enhanced value will be effective.

3. Tenure

- 3.1 The assistantship shall be payable from the date the student joins the University. At the initial stage the order for payment of assistantship shall, however, be issued when the student is enrolled formally.
- 3.2 The tenure of a research assistantship shall be five years counted from the date of joining; the initial award shall however, be released for one year and then renewed from year to year up to the fifth year, subject to satisfactory progress.
- 3.3 Normally the tenure of the assistantship awarded to a student will terminate with effect from the day following the date of submission of thesis, provided he (or she) has not left the University earlier and has been working in the School or at other facilities of University till that date. However, a student may be allowed to draw assistantship for a further period of 3 months to complete any unfinished part of the work undertaken relating to his/her research work, subject to the overall limit of 5 years, on the recommendation of the supervisor. The scholar has to be a full time student during this period.
- 3.4 Further extension of fellowship till the date of thesis defence will be on performance basis. The DSC will recommend such request of students to the Vice Chancellor for consideration. However, fellowship period shall not exceed maximum period of 5 years and students receiving extension beyond 3 months need to pay the tri-semester registration fees.
- 3.4 The assistantship for the last month shall be payable subject to foregoing conditions up to the actual date of the scholar's leaving the University. The disbursement of last monthly installments of assistantship shall be made, on production of a 'No Dues' certificate from the Hall of Residence, the Library and other concern facility.
- 3.5 Notwithstanding anything contained in the foregoing sub-paragraphs, continuation of assistantship from month to month is subject to candidate's good conduct and continuous progress of research work to the satisfaction of the Supervisor(s), and other authorities.

4. Leave rules

- 4.1 A Ph.D. student in the Institute category is required to carry out his/her research work regularly under the guidance of the Supervisor(s), without any interruption during the period he enjoys the assistantship.

- 4.2 A student shall be entitled to (i) casual leave of 15 days and (ii) medical leave of 30 days in a year counting from the date of joining the program. Chairman URC is the sanctioning authority. Any leave not availed of shall not accumulate.
- 4.3 Before proceeding on medical leave, the Medical Officer of the University should be informed and before rejoining the Institute, the student should obtain a fitness certificate from Medical Officer.
- 4.3 Married Research Students admitted to the Research programme of the University shall, in addition to casual leave and medical leave prescribed by foregoing sub-para, be entitled to maternity/paternity leave as per Government of India rules if the request for the leave is supported by a medical certificate from a Registered Medical Practitioner. The Chairman URC will be the sanctioning authority in such cases.
- 4.4 Any absence over and above the admissible leave as prescribed above shall be without assistantship, which shall be deducted on a pro-rata basis for the days of such absence.
- 4.5 A research student may, on the recommendation of the Supervisor, be granted leave without assistantship for a total period not exceeding three months.
- 4.6 In exceptional circumstances the Chairman URC may, on the recommendation of the DSC grant a Research Student leave without assistantship for a period not exceeding 12 months in the entire period of his (or her) tenure for the purpose of accepting teaching/research assignment on temporary basis provided the post accepted by the student is in the same department or in an educational institution, R & D organization or an industrial organization of repute. When a student is granted such leave without assistantship the enhancement of the value of assistantship shall be deferred for the appropriate period. In all the cases of leave granted under the para-4, the period spent on leave shall be counted for the purpose of termination of the tenure of the assistantship.

Guidelines for PhD Program for Working Professionals with Minimum Residential Requirements Vide para 1.3 (viii) of Regulation)

1) Primary Eligibility Criteria

- a) Reputation of the company or organization where the candidate is working.
- The companies (private/government), research organizations, and Ministries of Central and State Governments wherein the candidate is presently employed should have a well-established reputation.
 - If this is an enterprise or company, it is listed in the premier stock exchanges and has an annual turnover of at least 20 crore rupees.
 - A list of the reputed companies/organizations/firms should be updated regularly by the University.
- b) Established industrial research and development organisations;
- c) Autonomous bodies and public undertakings excluding Academic Institutions.
- d) Candidates need to provide a '**NO OBJECTION**' certificate issued from their company, stating it has no issues with the candidate pursuing PhD under the proposed scheme: **PhD Program for Working Professionals with Minimum Residential Requirements**. No commitment of financial support or the continuation of their employment during or after the PhD is required.

3) Selection of the Candidate

- a) Candidates who meet the above requirements should look out for prospective faculty as supervisor (s) to carry out the Doctoral work.
- b) A research proposal approved by the prospective supervisor must be submitted by the candidate at the time of the application.
- c) The candidates fulfilling the above will have to appear for MEG RAT along with other regular candidates appearing for PhD admissions.

4) Requirement of Courses & Examinations

- a) The coursework will be a minimum of 20 credit points (for candidates with a Bachelor's degree) and 16 credit points (for candidates with a Master's degree) with due consideration to special requirements, if any.

b) A plan of study shall be prescribed by the DSC (constituted as per the prevalent norms), which may include, besides the available courses in the University, courses of MOOCS/NPTEL/virtual classrooms/interactive exercises and active learning programs offered only by NLU/IIT/IISc/IIM/IISER/AIIMS. The GIAN courses may also be specified if found relevant. For ongoing MOOCS courses the grade assigned at the end of the course will be directly transferred to the student's coursework. For all other courses, the concurrence from a faculty member to set the question paper and evaluate the performance of the student should be obtained.

c) Self-study courses with standard format (weekly or bi-weekly assignments and its uploading in the ERP) will be mandatory to ensure progress and rigor. The candidate will have to appear for only the end-semester examinations, preferably during the regular examination period of NLU Meg. For self-study courses, the consent of the subject teacher must be obtained before registration.

d) At the end of the online & contact courses listed above, the student should submit the course completion certificate(s) with grades/marks for record in his/her course work.

e) Submission of semester progress report through seminar and presentation will be compulsory.

i) The candidate shall have to spend at least one week per semester at NLU Meg, interacting with his supervisor that may include working in the laboratory. During this period the student may stay at Halls of Residence of the University on payment basis, subject to availability. If the student needs to spend extended period (beyond one month), University will extend the facility, library, outdoor medical and other facilities on payment basis. Credit transfer may be permitted and decided by URC on case-to-case basis

Rules Relating to Residential Accommodation

(Vide para 1.4 of Regulation)

The University is fully residential; hence every student is allotted a room in a Hall of Residence. If a student takes a temporary withdrawal from the University or submits the soft-bound copies of his (or her) thesis or leaves the research programme (taking a permanent withdrawal from the programme), or goes on long leave (for six months or more) for doing part of his / her research work elsewhere, he/she has to vacate the allotted room.

Students rejoining the University after taking temporary withdrawal or having done their research work elsewhere or coming for revision of the thesis for giving their viva-voce examination or for consulting with their supervisors for the purpose of preparing papers out of their thesis will be allotted accommodation in Halls of Residence by the University on the recommendations from the Supervisor(s).

The following are the rules governing the conduct of research students during their stay in the residential accommodation at the University.

1. The mess of each Hall of Residence shall function as a single integrated unit and shall not, under any circumstance, be subdivided into any kind of group or sub-group.
2. In special cases, the Vice-Chancellor may permit a student to reside with his/her parent/guardian in the University facility or within a reasonable distance from the University. Such a candidate shall, however, be attached to a Hall of Residence and be required to pay seat rent and Hall establishment charges according to rules. However, this permission may be withdrawn at the discretion of the University without assigning any reason.
3. Limited accommodation is available for married Research Scholars subject to availability.
4. A student shall reside in a room allotted to him / her and may be permitted to shift to another room only under the direction of the University.
5. No student shall be allowed to reside in or leave a Hall of Residence without prior permission of the University.
6. Candidates shall be required to make their room available for inspection, repairs, maintenance and disinfection whenever required. They shall be required to vacate the rooms when leaving for long holidays and discontinuing stay at the University.
7. Candidates shall be responsible for the proper care of the furniture, fan and other fittings in their rooms. They are and shall assist the Warden in ensuring proper use, care and security of the furnishings (TV set etc.) provided in the Halls for the common use of all students.

8. Candidates will be responsible for the safe keeping of their own property. In the event of loss of any personal property of a student due to theft, fire or any other cause, the Institute shall accept no responsibility and shall not be liable for payment of any compensation.
9. Use of electrical appliances such as heaters, and cooking inside the rooms are strictly prohibited.
10. No candidate is allowed to engage personal attendant or keep pets in the Hall of Residence.
11. A candidate who has been permitted to withdraw temporarily from the program must vacate for the time being the Hall accommodation, on the date of leaving. He / she will be allotted accommodation again when he re-joins.
12. All students must abide by the rules and regulations of the Halls of Residence as may be framed from time to time.

Rules Regarding Conduct and Discipline

(Vide para 1.16 of Regulation)

1. Students shall conduct themselves within and outside the precincts of the Institute in a manner befitting the students of an institution of national importance.
2. Students shall show due respect to the teachers of the University, the staffs of the Halls of Residence, the Sports Officers and the other Officers of the University; proper courtesy and consideration should be extended to the employees of the University and of the Halls of Residence. They shall also pay due attention and courtesy to visitors.
3. Students are required to develop a friendly relationship with fellow students. In particular, they are expected to show kindness and consideration to the new students admitted to the Institute every year. Law bans ragging in any form to anybody - acts of ragging will be considered as gross indiscipline and will be severely dealt with
4. The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures:
 - Ragging
 - Furnishing false statement of any kind in the form of application for admission or for award of scholarship etc.
 - Displaying lack of courtesy and decorum; resorting to indecent behaviour anywhere within or outside the campus.
 - Willfully damaging or stealthily removing any property/belongings of the Institute, Hall or fellow students.
 - Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs.
 - Adoption of unfair means in the examinations.
 - Organizing or participating in any group activity in company with others in or outside the campus without prior permission of the Dean of Students' Affairs.
 - Mutilation or unauthorized possession of library books.
 - Resorting to noisy and unseemly behavior, disturbing studies of fellow students.
 - Misuse of Internet/e-mail facilities or tempering/hacking with servers anywhere in the Halls of Residence/Departments etc.
 - Not intimating his/her absence to the Warden of the Hall before availing any leave.

Commensurate with the gravity of the offence, the **punishment** may be **reprimand**, **fine**, and **expulsion** from the Hall, **debarment** from an examination, rustication for a specified period or even **outright expulsion** from the Institute

5. For an offence committed (a) in a Hall of Residence, (b) in the University or a classroom and (c) elsewhere, the University shall have the authority to reprimand or impose a fine or take any other suitable measure.

All cases involving punishment other than reprimand shall be reported to the Chairman of the University Disciplinary Committee.

6. (a) All major acts of indiscipline, which may have serious repercussion on the general body of students, and/or which may warrant a uniform and more formalized nature of investigation, shall be handled by the **University Disciplinary Committee** appointed by Academic Council.

(b) Recommendation of the committee, which will include the suggested punishment in cases of guilt proven, will be forwarded to the Chairman Senate for necessary action.

7. Cases of adoption of unfair means in an examination shall be dealt with by the Committee on Prevention of Examination Malpractices consisting and will be constituted by Academic Council.

8. The Committee shall recommend appropriate measures in each case to the Chairman of the Academic Council for awarding the punishment

Guidelines for Appointment of Supervisor and Joint Supervisor

(Regulation 4.3)

1. A PhD student is required to carry out his/her research work under the guidance of one or two supervisors.
2. Supervisors are selected by the URC/SRC. Selection should be done to ensure that (1) desired areas of research work by the candidates and those of the faculty supervisors match and (2) the resultant distribution of the research students of the University, QIP, and sponsored categories among the faculty members is as uniform as possible.
3. The students in the Project category are normally supervised by the Project Investigators.
4. Joint supervisors are appointed when (1) the research work is concerned with interdisciplinary issues requiring expertise of a different discipline, or (2) the student is the first research student assigned to the original supervisor, or (3) the student spent considerable time in outside the University and has carried out a substantial portion on his /her research work there with the advice received from another faculty, or (4) a sponsored Ph.D. student takes temporary withdrawal to carry out the remaining part of the research work in his / her employing organisation with the advice received from a scientist or manager there, or (5) the original supervisor goes on leave or leaves the University for good.
5. For cases where the supervisor has guided the candidate for 2 years or more:
 - (a) If the person proceeds on long leave for more than a year a joint supervisor should be appointed and if the leave is for less than a year, a caretaker supervisor is to be appointed by the DSC.
 - (b) However, on the recommendation of the DSC, a supervisor can be allowed to continue as sole supervisor on a case-to-case basis depending on the state of progress of the thesis work.
 - (c) A person superannuating will continue to be the sole guide if the thesis is submitted within 6 months.
 - (d) If the thesis is not ready for submission within 6 months a joint supervisor must be appointed by the DSC.
3. For a case where guidance has been given for less than 2 years:
 - (a) When a person proceeds on leave for more than 6 months, a joint supervisor shall be appointed and in case the period of leave is less than 6 months a care-taker supervisor shall be appointed by the DSC. However if the leave is for 2 years or more the person shall cease to be a supervisor.

- (b) A person superannuating will continue as the guide if the thesis is submitted within 6 months' time, otherwise another person will have to be appointed as the sole supervisor in his \ her place.
4. After superannuation from service of the University if a person joins the University as an Emeritus Professor or in any other capacity, he \ she may continue to be the sole supervisor or as joint supervisor if the DSC so recommends.
Note: A person re-employed after superannuation shall continue to hold the same status in the matter till the end of the period of re-employment.
5. No faculty who has less than or equal to 2 years of service left from the end of the academic session in the month of June of the year he/she superannuates can be appointed a thesis supervisor either singly or jointly with another faculty.
6. Persons from outside the University, joining as Emeritus Professor or as Chair Professors and having more than 2 years of service left can be appointed as supervisors for new research students only jointly with a regular teacher and not alone.
7. Professor of the foreign university may be appointed as Joint Supervisor.
Note: The above points are guidelines. The recommendation of DSC of a candidate will be given due consideration in making a decision in a particular case.

Guidelines for Comprehensive Examinations for PhD Students

(Regulation 8.1)

1. Comprehensive examinations are held to test the PhD students for their proficiency in the fundamentals of related areas.
2. A candidate is allowed to appear at a comprehensive examination a maximum of two times. If someone fails to qualify for the examination in two attempts, then his / her name will be struck off the PhD rolls of the University, and he /she can work leading to an LL.M (Research)/MS degree.
3. The comprehensive examination for the PhD students should be held only once in a semester. Candidates are permitted to appear comprehensive examination after completion of one tri-semester.
4. Comprehensive examination may be held in the form of written test only, or viva only, or both.
5. A full meeting of the faculty will decide the form of a comprehensive examination (written test only, or viva only, or both), the date(s) of the examination, the faculty members who will assist the examination process and their roles, the course syllabus for each component of the examination, the minimum criterion for qualifying in the examination, and such other details that may be required for smooth conduct of the examination. Where modalities have already been determined in previous semesters and are being followed for the ongoing semester, a separate meeting need not be held but the faculty members may be informed accordingly. Where there is a written test, the passing criterion may be taken as equivalent to C grade, i.e., 60% marks.
6. A minimum of one-month advance notice has to be given to the students regarding the date for holding the comprehensive examination, the components of the examination (i.e., written test only, or viva only, or both), and the weights given to, and syllabus for, each component.
7. All faculty members, including the faculty supervisors of the students appearing at a particular comprehensive examination, can be involved in setting the question papers and in participating in the viva. In other words, being the supervisor of a student appearing for the comprehensive exam does not debar a faculty member from participating in the exam question paper setting and evaluation or in the viva.

8. the candidates should not be ask to present their research work in comprehensive - viva.
9. A team of faculty members (minimum two in number) may be entrusted to prepare each question paper and evaluate the answer scripts.
10. Viva for a student should be held for a minimum period of 30 minutes.
11. Final results must be reported to all faculty members, and failure cases should be discussed in a departmental meeting.
12. Results should be displayed on the notice boards within one week of the finalization of the results.

The cases of students failing in the comprehensive examination twice should be communicated to the Academic Section soon after the notification to the students.

Fees and Other Charges Payable by Research Scholars

(Regulation 10.2)

1. The following fees are payable by a Research Scholar at rates as in force for the time being, namely,
 - (a) Tuition Fees
 - (b) Seat Rent for the accommodation in a Hall of Residence
 - (c) Infrastructure/Computer and Maintenance Fees
 - (d) Hall of Residence Charges

 3. Every Research Scholar shall be required to pay at the time of joining the following items of fees, at rates as in force for the time being:
 - (a) Non-refundable
 - (i) Admission
 - (ii) Tuition
 - (iii) Seat Rent & Water Charges
 - (iv) Medical etc.
 - (v) Thesis Fee (payable at the time of submission of thesis)
 - (b) Refundable (subject to no dues/ clearance)
 - (i) Institution Caution Money
 - (ii) Hall Caution Money
 - (iii) Mess Advance
 - (iv) Library Caution Money
- Note : The fees at item Numbers (a) (ii), (iii) and (iv) are payable recurrently and are to be paid in the manner as directed by separate notifications.
4. For the purpose of tuition fees and seat rent the year shall be counted from the date of joining of the Research Scholar except that the fees shall be charged from the first day of the month irrespective of the actual date of joining. Similarly, at the time of leaving the University, the tuition fees and seat rent shall be charged for the full month, irrespective of the actual date of leaving.
 5. Research Candidates under all categories shall pay tuition fees and seat rent ordinarily for the entire duration of their research work till the date of submission of the thesis. Partial exemption may, however, be allowed in the following cases:

(a) A Research Candidate (1) who has been permitted to leave the University after the prescribed minimum period of stay, or (2) who has been granted permission to carry out research work at his parent Organization

- (i) shall pay tuition fees for the minimum period of 2 or 3 years, as the case may be, prescribed by the Senate to qualify for submission of the thesis
- (ii) will not be required to pay any seat rent after he/she leaves the University with prior permission. However, if he/she rejoins the Program to complete the unfinished part of his work, he shall have to pay the seat rent for the period of such subsequent stay. For calculation of the seat rent whole month will be counted as indicated in para 4 above.

(b) A Research Scholar who has been given under special consideration separate accommodation on rent in one of the premises of the University other than a Hall of Residence shall be required to pay only the rent for the accommodation actually occupied by him.

(A) Financial Assistance to Students for Presenting Papers In National And International Conferences/Seminars/Workshops

(Regulation 20.2)

Guidelines for financial assistance:

1. The financial assistance will be limited to the following:

Particulars	Conferences held in India/SAARC Countries (A)	Conferences held in Abroad (other than SAARC Countries) (B)
Registration Fee	Rs. 5,000/-	US \$ 650 or equivalent
Travel Allowance	Rs. 20,000/-	Rs. 1,25,000/-

2. Students are encouraged to seek the remaining amount from other funding agencies.
3. Full-time students at all levels will be eligible for the grant of financial assistance.
4. Each applicant must be an author of the accepted paper.
5. The paper must be based on work done at the University.
6. There must be a written communication from the Programme Committee of the Conference/Seminar/Workshop regarding the acceptance of the paper.
7. The papers must be presented either in oral or poster mode.
8. Each co-author (if any) of the accepted paper must give his / her consent in writing that he / she will not seek financial assistance from the University for presenting that paper himself / herself and that he / she does not have any objection to the author (applicant) making the presentation.
9. The applicant must have
 - a. Successfully completed the coursework for the first two tri-semesters without carrying any.
 - b. Done PhD registration in case the applicant is a PhD student.
 - c. Spent one year in the Institute in case the applicant is a Post-Doctoral Fellow.

10. If the applicant for a conference/seminar/workshop held abroad is a doctoral student or a Post-Doctoral Fellow, he/she must have at least one paper published in a reputed Journal in addition to the relevant conditions mentioned in Clause 10.
11. The applicant may get financial assistance for at most two conferences with no more than one conference held abroad during the period of his / her study to earn a particular degree.
12. The applicant should present the paper to the University before the application is recommended for financial assistance.
13. The application must be made as follows:
 - (a) An application must be made online through the student's ERP
 - (b) The application must have the following enclosures.
 - (i) Announcement of the Conference/Seminar/Workshop
 - (ii) The manuscript of the paper
 - (iii) Acceptance letter of the paper
 - (iv) Copy of the published journal paper (if applicable)
 - (v) No objection from the co-authors
 - (vi) Endorsement regarding seminar presentation by Chairman DSC
 - (c) The hard copy of the application should be submitted to the AR/DR (Academic).

The Monitoring Committee will consider the applications, allocate the financial assistantship to the eligible students, and recommend the eligible cases to the Director. After the Director's approval, the Academic Section will bring out the appropriate office order.

(B) Full Financial Assistance to Students for Presenting Papers at Listed Best Academic International Conferences Around The World

(Vide para 21.1 of Regulation)

- a) Financial Assistance shall be for the Following Components:**
1. Registration fee (as per actual)
 2. Admissible Travelling Allowance
 3. Admissible per diem as per Institute rules
 4. Visa Fee, if applicable
 5. Medical Insurance, if applicable

6. Local travel in India (restricted to 200 km from NLU Meg campus on each way at road mileage rate as per rules) and abroad.

b) General Guidelines

1. Full financial assistance will be provided to at most one author per paper.
2. Full-time students at all levels will be eligible for the grant of financial assistance.
3. Each applicant must be an author of the accepted paper.
4. The paper must be out of the research carried out at this University.
5. There must be written communication from the Conference's Programme Committee regarding the paper's acceptance.
6. Each co-author other than the applicant (if any) of the accepted paper must give his (or her) consent in writing that he/she will not seek financial assistance from the University for presenting that paper himself /herself and that he/she does not have any objection to the author (applicant) making the presentation.
7. The faculty members/students are required to present a seminar before or immediately after their return from Conferences.
8. There should not be any disciplinary/penalty proceedings against the applicants.
9. For collaborative research work, the affiliation of the applicants should be NLU Meg and the same should be mentioned in the paper.
10. The priority would be given to the first-timers.

c) Eligibility Criteria for Students

1. The applicant must have
 - a) In case the applicant is a PhD student, he/she should have registered for a PhD.
 - b) In case the applicant is a Post-Doctoral Fellow, he/she should have spent one year in the institute.
2. If the applicant is a Research student or a Post-Doctoral Fellow, he/she must have at least one paper published in a reputed Journal in addition to the relevant conditions mentioned above. The same paper should not be used to avail any other financial assistance from the University. However, the condition of the research paper's publication in the Journal is relaxed for the first-time applicant.
3. The papers must be presented either in oral mode.
4. Limit of frequency of participation
 - i. Institute Post-Doctoral Fellows (PDF): Maximum once during the tenure.
 - ii. PhD Students: Maximum twice during the tenure. For attending the first best conference, a Journal publication in a high-index journal is essential.
5. The eligibility criteria mentioned above may be relaxed by the Vice-Chancellor in respect of outstanding applicants/exceptional cases.

d) Travel Entitlement

1. Abroad:
2. Air Travel: Travel in an economic class by the shortest route only.
3. **Travel in India:**
 - i. Travel by Train in AC-II tier by shortest route.
 - ii. Road Journey @ Rs.15.00 per km. where train is not connected subject to the submission of receipts.

e) Accommodation, Food and Local Travel Charges Entitlement (For Best Conference Only)

1. Abroad
 - i. European Countries, Asian Countries (Japan only), North & South America, South Africa, Australia & UK - USD 150 per day (maximum 10 days) USD 75 per day after 10 days, subject to submission of receipts.
 - ii. Other Countries - USD 120 per day (maximum 10 days) and USD 60 per day after 10 days, subject to submission of receipts.
2. Within India:
 - i. Rs. 2000 per day (maximum) subject to production of receipts.

Remarks:

- ✓ Actual amount to be reimbursed is limited to the admissible amount but shall depend on approval for particular visit/scheme under which the support for participation is approved.
- ✓ Reimbursement beyond the admissible amount prior approval to be obtained.
