



## Himachal Pradesh National Law University, Shimla

### Minutes of 3<sup>rd</sup> Meeting of Finance Committee October 23, 2019

The 3<sup>rd</sup> Meeting of the Finance Committee, HPNLU Shimla was held on October 23, 2019 at 2:30 P.M. at the Conference Hall, Administrative Block, HPNLU Campus. Meeting was presided by Professor (Dr.) Nishtha Jaswal, Vice-Chancellor, HPNLU Shimla.

The following members were present:

1.	Professor (Dr.) Nishtha Jaswal, Vice-Chancellor, HPNLU	Chairperson
2.	Prof. Ranbir Singh, (Executive Council Nominee)	Member
3.	Sri Ramakant Sharma Chairman Bar Council Himachal Pradesh	Member
4.	Prof. S.S. Jaswal	Secretary (Ex officio)

## PROCEEDINGS OF THE MEETINGS

<b>Item No. 1</b>	<b>To confirm the Minutes of the 2<sup>nd</sup> Meeting of the Finance Committee held on March 20, 2019.</b>	
<b>Agenda Note</b>	<b>Discussion</b>	<b>Decision/Resolved</b>
The Vice Chancellor placed the minutes of the 2 <sup>nd</sup> Meeting of Finance Committee, along with the 'action taken report' before the members of Finance Committee.	The Vice Chancellor explained the details of minutes of last meeting, and presented the 'action taken report' and members appraised the proceeding.	After brief deliberation over the minutes along with the Action Taken Report, the same were confirmed.

<b>Item No. 2</b>	<b>To consider the revised fee structure for Under Graduate, Post Graduate and Ph.D. Programmes, applicable since Academic Year 2019-20.</b>	
<b>Agenda Note</b>	<b>Discussion</b>	<b>Decision/Resolved</b>
<p>The revised Fee structure for various Programmes are prepared keeping in view the established convention. In this regard <i>ex post facto</i> approval is sought for the revised fee structure of Under Graduate, Post Graduate and Ph.D. Programmes.</p> <p>The revised fee structure is placed here for approval.</p> <p>This item is scheduled to be placed before the Executive Council, which is scheduled to be held on October 23, 2019. As such the proceedings will be placed before the Executive Council for approval in its meeting scheduled to be held on October 23, 2019.</p>	<p>The Vice Chancellor explained the reasons behind revising the fee structure. It was pointed out that having limited heads under the fee structure and rationalizing various heads was urgently required due to proper audit of the accounts.</p> <p>Fee structure for the Ph.D. was irrational in terms of total fee as well as heads. The same is revised keeping in view the fee structure of other NLUs.</p> <p>Members deliberated on the agenda item and accepting the reasoning approved the same.</p>	<p>The Finance Committee unanimously approved the proposal and recommended the same to Executive Council for further approval.</p>

<b>Item No. 3</b>	<b>To consider the demand of students for detailed sub head of the "Facilities Fee" charged by the University.</b>	
<b>Agenda Note</b>	<b>Discussion</b>	<b>Decision</b>
It is submitted that since the University is at a nascent stage, having a common head provides a window of flexibility to provide particular facility as per specific needs from time to time. The detailed breakup into different subheads may sometimes limit the scope of facilities to be	Finance Committee deliberated the matter thoroughly.	The Finance Committee unanimously approved the proposal and recommended the

provided to the students.		same to Executive Council for further approval.
This item is scheduled to be placed before the Executive Council, which is scheduled to be held on October 23, 2019.		

Item No. 4	Payment to the members of Research Advisory Committee as External Subject Experts against LL.M. viva voce and Dissertation Evaluation etc.	
Agenda Note	Discussion	Decision
<p>The Vice Chancellor apprised the members of the Committee that the Academic Council in its 3rd Meeting held on March 19, 2019 created Research Advisory Committee for the purposes of monitoring progress of research scholars and approving as well as evaluating LL.M. Dissertation. The same was approved by Executive Council in its 5th meeting dated March 20, 2019.</p> <p>It is further submitted that in the meeting of Finance Committee held on March 20, 2019 it was resolved to pay the honorarium @ Rs. 3000/- per meeting.</p> <p>At present the rate for payment for evaluation LL.M. Dissertation and viva voce is as follows:</p> <ul style="list-style-type: none"> <li>• <b>Honorarium for evaluation LL.M. Dissertation-</b> Rs. 1000/- Per Dissertation</li> <li>• <b>Honorarium for LL.M. Dissertation Viva Voce-</b> Rs. 3000/- per meeting</li> </ul> <p>It is proposed that, apart from retaining the above rule for payment, LL.M. dissertation may be evaluated on the spot during the <i>viva voce</i> of the same and the honorarium for evaluation and well as viva voce shall be paid to both the external experts at the rate of per sitting as approved above. This process will establish a system which will prove to be very convenient and effective.</p> <p>This item is scheduled to be placed before the Executive Council, which is scheduled to be held on October 23, 2019.</p>	<p>The Vice Chancellor informed the members that the proposed scheme will establish a system which will prove to be very convenient and effective.</p> <p>The members deliberated on the agenda item and accepting the reasoning approved the same.</p>	<p>The Finance Committee unanimously approved the proposal and recommended the same to Executive Council for further approval.</p>

Item No. 5	To consider the payment of honorarium on pro-rata basis for the additional charge of Administrative offices to the faculty members.		
Agenda Note		Discussion	Decision
<p>It is submitted that the payment of honorarium on <i>pro-rata</i> basis for the additional charge of Administrative offices to the faculty members shall be and incentive and it shall also boost the smooth functioning of the University. The Provision for payment shall come into effect from the date of its being confirmed by Executive Council.</p> <ul style="list-style-type: none"> <li>• Dean Academic Affairs : Rs. 7000/- per month</li> <li>• Dean Student Welfare : Rs. 7000/- per month</li> <li>• Controller of Examination : Rs. 7000/- per month</li> <li>• Finance Officer : Rs. 7000/- per month</li> <li>• Warden (Boys/Girls Hostel) : Rs. 5000/- per month</li> </ul> <p>This item is scheduled to be placed before the Executive Council, which is scheduled to be held on October 23, 2019.</p>		<p>The members agreed that such payment should be made as an incentive to the wardens.</p>	<p>The Finance Committee unanimously approved the proposal and recommended the same to Executive Council for further approval.</p>

Item No. 6	To consider the demand of the students for appointment of independent wardens instead of giving additional duty of warden to the teachers.		
Agenda Note		Discussion	Decision
<p>It is submitted that a policy decision is required to be taken and new post of wardens are to be created. It is pertinent to mention that it will have additional financial liability on the University. It also needs mention that at present, the university hostels are being run in the 10 private accommodations. Only one Girls</p>		<p>The Vice Chancellor informed the members of the Committee that in almost all the Universities in the country including NLUs, the teachers have been performing the duties of warden as an additional duty. Such system has better administrative and disciplinary control over the students.</p>	<p>The Finance Committee resolved that such demand cannot be approved keeping in view the general convention, administrative requirements and financial constraints.</p>



<p>hotel is expected to be completed by February 2020.</p> <p>These facts show the extent of financial liability on the University.</p> <p>This item is scheduled to be placed before the Executive Council, which is scheduled to be held on October 23, 2019.</p>	<p>The Members stated that such kind of demand as to appoint an independent member as warden is not in practice in any NLU. It was further stated that HPNLU Shimla being fully residential, it will not be feasible in terms of financial burden and hostel administration to appoint such warden. It will be add to additional financial liability, and the University is not in a position to provide such appointments.</p>	
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Item No. 7	To adopt the Himachal Pradesh Government Rule regarding use of Office Vehicle for Private Purposes.		
	Agenda Note	Discussion	Decision
	<p>Vice Chancellor appraised the members of the Finance Committee that the Himachal Pradesh Government Rule regarding use of Office Vehicle for Private Purposes is required to be adopted.</p> <p>This item is scheduled to be placed before the Executive Council, which are scheduled to be held on October 23, 2019.</p>	<p>All the members were in favour of adopting H.P. Government Rules regarding use of Office vehicle for private purposes.</p>	<p>The Finance Committee unanimously approved the proposal and recommended the same to Executive Council for further approval.</p>

Item No. 8	To Consider the Creation of Administrative Posts.		
	Agenda Note	Discussion	Decision
	<p>Vice Chancellor informed the members about creation of following Administrative Posts for better administration of University:</p> <ul style="list-style-type: none"> <li>Deputy Librarian- 01</li> <li>Computer Lab Assistant- 01</li> <li>Computer Technician- 01</li> <li>Caretaker for the Hostels-02</li> </ul>	<p>The members of the Finance Committee deliberated upon each item thoroughly.</p> <p>It was remarked by the committee that the expression conductor may</p>	<p>The Finance Committee unanimously approved the proposal and recommended the same to Executive</p>

<ul style="list-style-type: none"> <li>• Attendants for Girl's Hostel-03</li> <li>• Driver- 02</li> <li>• Conductor-02</li> </ul> <p>It is submitted that for the smooth running of the University, the above appointment of above Administrative Staff urgently required.</p> <p>This item is scheduled to be placed before the Executive Council in its meeting scheduled to be held on October 23, 2019. As such the proceedings will be placed before the Executive Council for approval in its meeting scheduled to be held on October 23, 2019.</p>	be qualified as 'Bus Conductor'.	Council for further approval.
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Item No. 9	To consider <i>ex post facto</i> approval for reimbursement of various fee paid by students for conference/seminar/sports meet etc.	
Agenda Note	Discussion	Decision
<p>The University by Circular No. HPNLU-Estt./2016-680 dated December 30, 2016 has approved the policy to reimburse various registration fee paid by students for conference/seminar/sports meet etc. This payment is often reimbursed to the student as part of extra/co-curricular activities. The detailed policy is listed as Annexure-V.</p> <p>This item is scheduled to be placed before the Executive Council which is scheduled to be held on October 23, 2019. As such the proceedings will be placed before the Executive Council for approval in its meeting scheduled to be held on October 23, 2019.</p>	<p>Thorough deliberations were made on this agenda.</p> <p>During deliberations reference was made to the changed fee structure and at the same time it was decided to reimburse registration fee for moot court competitions and sports competitions only.</p>	<p>Finance Committee resolved that reimbursement shall be made only against registration fee for moot court and sports only.</p> <p>With this, the Finance Committee unanimously approved the proposal for reimbursement of registration fee for moot court and sports.</p>

Item No. 10	To consider opening of separate bank account namely Mess Fee Account, Student Welfare Fund Account and HPNLU Alumni Fund Account.		
Agenda Note		Discussion	Decision
<p>It is submitted that by opening separate mess fee account, expenditure relating to mess can made from this account and in case any balance is left, the same can be used for the student for mess purposes in the next semester/year.</p> <p>It is further submitted that sub-head for the student welfare shall be made for Rs. 5000 per student. In this account the various fines imposed on the students shall be deposited.</p> <p>It is submitted to approve deduction of Rs. 5000 from the refundable security of the students for the Alumni Fund.</p> <p>This item is scheduled to be placed before the Executive Council which is scheduled to be held on October 23, 2019. As such the proceedings will be placed before the Executive Council for approval in its meeting scheduled to be held on October 23, 2019.</p>		<p>The agenda was thoroughly deliberated upon by the members of the Committee.</p>	<p>The Finance Committee unanimously approved the proposal and recommended the same to Executive Council for further approval.</p>

Item No. 11	To authorize the Vice Chancellor for appointing Professor/s by Invitation on contractual basis with prior approval of the Hon'ble Chancellor.		
Agenda Note		Discussion	Decision
It is submitted that the presence and contribution of senior faculty makes a difference in the academic environment of the University. It is proposed to authorize the Vice Chancellor for appointing Professor/s by Invitation on contractual basis or a period of six months or more subject to the condition that it may be extended up to the age of 70 years, with prior approval of the Hon'ble Chancellor. The person so appointed shall be entitle for the same remuneration as reflected in his/her last drawn		The members deliberated the matter thoroughly. There was a need for appointment of eminent academicians, professors, judges and professionals for improving the academic standards.	The Finance Committee unanimously approved the proposal and recommended the same to Executive Council for further approval.  Committee suggested to prepare detailed

salary.  This item is scheduled to be placed before the Executive Council which is scheduled to be held on October 23, 2019. As such the proceedings will be placed before the Executive Council for approval in its meeting scheduled to be held on October 23, 2019.		Rules and regulations for such appointments
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Item No. 12		To consider various fee relating to Examination.		
Agenda Note			Discussion	Decision
Sr. No.	Description	Proposed Fee	The Item mentioned in the agenda was thoroughly deliberated upon.	The Council further approved the fee of Rs. 2,000/- for Re-submission of Ph.D. Research Synopsis.  The Finance Committee unanimously approved the proposal and recommended the same to Executive Council for further approval.
1	Reappear/Repeat/Improvement Examination (UG, PG and Ph.D. Course Work)	Rs. 1000/- per paper		
2	Scrutiny of Answer Sheets (UG, PG and Ph.D. Course Work)	Rs. 200/- per paper		
3	Re-evaluation of Answer sheets (UG, PG and Ph.D. Course Work)	Rs. 2000/- per paper		
4.	Re-submission of Term Paper	Rs. 1000/-		
5.	Re-submission of Dissertation	Rs. 2000/-		
6.	Late fee for submission of Six Monthly Progress Report	Rs. 1000/-		
7.	Dissertation Fee (UG)	Rs. 2000/-		
8.	Dissertation Fee (PG)	Rs. 3000/-		

Item No. 13		To consider the requirement of receiving financial aid or required infrastructural facility/construction of any block through corporate social responsibility by public/private sector corporation/agency.		
Agenda Note		Discussion	Decision	
Submitted that under the directions of the Hon'ble Chancellor, a proposal was sent to SJVN Ltd. to either provide financial support		The Item mentioned in the agenda was thoroughly deliberated	The Finance Committee unanimously approved the proposal and	

for construction of hostel or to construct a hostel for HPNLU.	upon.	recommended the same to Executive Council for further approval. The committee suggested that letter of appreciation should be issued to all such Companies/Corporations contributing through CSR.
The matter is placed before the Finance Committee for consideration and approval.		
This item is scheduled to be placed before the Executive Council which is scheduled to be held on October 23, 2019. As such the proceedings will be placed before the Executive Council for approval in its meeting scheduled to be held on October 23, 2019.		

Item No. 14	To authorize the Vice-Chancellor to subscribe Group Medical Insurance, on Tender/Quotation basis, for Teaching/Non-Teaching employees of the University.		
	Agenda Note	Discussion	Decision
	<p>It is proposed that for the purpose of subscribing 'Group Medical Insurance' for the employees of the University, teaching as well as non-teaching, is required for better service conditions.</p> <p>The matter is placed before the Finance Committee for consideration and approval.</p> <p>This item is scheduled to be placed before the Executive Council which is scheduled to be held on October 23, 2019. As such the proceedings will be placed before the Executive Council for approval in its meeting scheduled to be held on October 23, 2019.</p>	<p>The Vice Chancellor proposed that for the purpose of subscribing 'Group Medical Insurance' for the employees of the University, teaching as well as non-teaching, is required for better service conditions.</p>	<p>The Finance Committee unanimously approved the proposal and recommended the same to Executive Council for further approval.</p>

Item No. 15	To consider remuneration of Rs. 150/- per invigilation duty for invigilation works done by Ph.D. Scholar other than UGC-JRF holders.		
	Agenda Note	Discussion	Decision
	<p>Proposed that a remuneration of Rs. 150/- per invigilation duty for invigilation works done by Ph.D. Scholar, other than UGC-JRF holders.</p>	<p>After deliberating upon the agenda, the members felt to drop</p>	<p>The Finance Committee unanimously approved</p>

may be considered and approved.	the item from consideration, and deferred the matter for the future.	the proposal and recommended the same to Executive Council for further approval.
This item is scheduled to be placed before the Executive Council which is scheduled to be held on October 23, 2019. As such the proceedings will be placed before the Executive Council for approval in its meeting scheduled to be held on October 23, 2019.		

Item No. 16	To consider Rules 4, 5 and 6 "The Himachal Pradesh National Law University Discipline Regulations, 2019"		
Agenda Note		Discussion	Decision
<p>The Vice Chancellor explained the rules contained under "The Himachal Pradesh National Law University Discipline Regulations, 2019" requiring fine for certain violations of code of conducts.</p> <p>This item is scheduled to be placed before the Executive Council for its approval, to be held on October 23, 2019</p>		The Vice Chancellor informed the Committee about the Rules and the fine to be imposed in case of indiscipline.	The Finance Committee unanimously approved the proposal and recommended the same to Executive Council for further approval.

Item No. 17	To consider and approve the payment for the following:		
Agenda Note		Discussion	Decision
<p>The Vice Chancellor proposed following payments for:</p> <ul style="list-style-type: none"> <li>• Preparation / drafting of International / National Moot Court proposition to be organized by the University: Rs. 5000/- per proposition</li> <li>• Evaluation of Moot Court memorials of any International / National Moot Court to be organized by the University: Rs. 2000 per evaluator</li> </ul> <p>It is submitted that it is necessary to make payments for the preparation of Moot Court proposition and</p>		The members considered this item keeping in view the need for drafting of Moot Court Propositions and evaluation of Moot Court Memorials for National/Inter University Moot-Court	The Finance Committee unanimously approved the proposal and recommended the same to Executive Council for further approval.



evaluation thereof in any international or national moot court competition organized by the University.

This item is scheduled to be placed before the Executive Council for its approval, to be held on October 23, 2019.

Competitions.

**Item No. 18** To consider and approve the proposal to increase the number of seats for LL.M. (One Year) Degree Programme.

#### Agenda Note

The University is presently offering LL.M. (One Year) Degree Programme wherein 20 seats are available. As per the UGC Regulation for LL.M. (One Year) Degree Programme, students may opt specialization in group subjects viz Constitutional Law, Criminal Law, IPR, Trade Law etc. For the effective implementation of this group system, certain minimum number of students is required for each group. In this regard, it is proposed to increase the intake of students for LL.M. from 20 to 40.

#### Discussion

The Members of the Committee were apprised about the item.

#### Decision

The Finance Committee unanimously approved the proposal and recommended the same to Executive Council for further approval.

**Item No. 19** To consider the request of Professor S.C. Raina, former Vice Chancellor HPNLU Shimla, to release arrears of salary due to revision in pay scale at his parent University i.e. University of Delhi

#### Agenda Note

Prof. S.C. Raina was appointed as the first Vice Chancellor of HPNLU Shimla vide order dated August 23, 2016 by the then Chief Justice of Himachal Pradesh High Court and the Chancellor HPNLU Shimla (Copy enclosed as Annexure). His appointment order regarding his salary is stated as: "his basic salary is fixed at Rs. 75000/- (fixed) + Rs. 5000/- (special allowances) per month along with other allowances and free furnished accommodation, as per the University UGC norms".

From the record of the office there is no request from the borrowing authority i.e. the HPNLU Shimla to the University of Delhi i.e. lending

#### Discussion

The Members deliberated upon the agenda and suggested that records are not available as to appointment being made on deputation. The same need to be examined in detail.

#### Decision

The Committee deferred the matter and required the Registrar to gather all the facts and documents relating to Prof. Raina being appointed on deputation. It was decided to request Prof. S.C. Raina to send the letter by which the Registrar of the High Court on the direction of the

authority to send Prof. Raina on deputation to join as Vice Chancellor in the HPNLU Shimla.

Whereas the office order number F. No. Hstab. (T)/VI/001/CLC/2016/230 dated August 31<sup>st</sup>, 2016 issued by Registrar University of Delhi, stated that he had been granted deputation up to 31.05.2018 with effect from date of his relieving to enable him to join as Vice Chancellor Himachal Pradesh National Law University Shimla. It is pertinent to mention here that the said order of the University of Delhi is in response to the letter dated August 24, 2016 of Prof. S.C. Raina himself to the Registrar, University of Delhi in which it is stated that "the Registrar of the High Court as per the directions of the Chancellor has sought my deputation to the National Law University of Himachal Pradesh Shimla (copy enclosed)." [Annexure-VII-A]. However, as per the HPNLU office record there is no request letter from the Chancellor for his deputation to HPNLU Shimla.

Professor Raina in his letter dated 20.02.2019 requested for the release of his arrears of the salary due to revision in the pay scale at his parent University i.e. the University of Delhi. In order to put the records straight Prof. Raina was asked vide Letter No. HPNLU-B (15)-92(R.O)/2019/75 dated 28-03-2019 [Annexure-VII-B] to provide the copies of such letter vide which the Registrar of the High Court on the direction of the Chancellor sought his deputation to HPNLU Shimla. However, in response to the said letter, Prof. Raina has supplied other documents except that letter vide which he was asked to come on deputation.

In view of the above the matter is submitted for the kind consideration of Finance Committee as under:

(a) Whether Professor Raina can be considered

Hon'ble Chancellor  
send a request to  
University of Delhi to  
send him on deputation  
to HPNLU, Shimla.

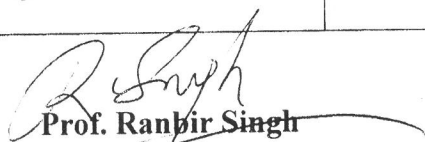
on deputation in the absence of any request from the borrowing authority i.e. HPNLU and merely on the basis of office order of University of Delhi i.e. the lending authority?

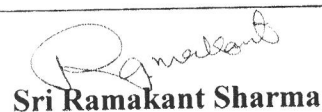
(b) Whether Professor Raina can be paid his arrears of salary in terms of 7<sup>th</sup> Pay Commission as implemented by the University of Delhi, which is yet to be implemented in Himachal Pradesh National Law University Shimla, and also where the appointment order fixes his salary in terms of his order of appointment dated 23-08-2016 as per the UGC norms?

This item is scheduled to be placed before the Executive Council which is scheduled to be held on October 23, 2019. As such the proceedings will be placed before the Executive Council for approval in its meeting scheduled to be held on October 23, 2019.

**Item No. 20** Any other Item with the Permission of Chair.

Agenda Note	Discussion	Decision
Appointment of Teaching Associate instead of already approved post of Teaching Assistant & Research Associate instead of Research Assistant as per the UGC Regulation.	Members deliberated upon the agenda.	The Finance Committee unanimously approved the proposal and recommended the same to Executive Council for further approval.

  
Prof. Ranbir Singh

  
Sri Ramakant Sharma

  
Prof. S.S. Jaswal

  
Prof (Dr.) Nishtha Jaswal, Vice-Chancellor, HPNLU

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