

13th Finance Committee Meeting Himachal Pradesh National Law University, Shimla

Minutes of the Meeting February 24, 2023

The 13th Meeting of the Finance Committee, HPNLU Shimla was held on February 24, 2023 at 11:30 A.M. The 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.	LR-Cum Secretary (Law) to the Government of Himachal Pradesh	Member
3.	Prof. (Dr.) Vijender Kumar, Vice-Chancellor, Maharashtra National Law University, Nagpur	Member
4.	Sh. Ajay Sharma, Chairman Bar Council of Himachal Pradesh	Member
	Prof. S.S. Jaswal, Registrar, H.P. National Law University, Shimla	Secretary

Note: -

1. The Secretary (Finance) to Government of Himachal Pradesh could not attend the Meeting



PROCEEDINGS OF THE MEETINGS

Item No. 1	To confirm the Minutes and Action Taken Report of the 12th Meeting of the Finance Committee held on August, 27 2022.	
Agenda Note	Discussion	Decision
<p>The Vice Chancellor placed the minutes and action taken report of the 12th Finance Committee Meeting before the members of the Finance Committee.</p>	<p>The Vice-Chancellor explained the details of the minutes of the last meeting and presented the Action Taken Report.</p> <p>The Law-Secretary, Hon'ble Member of the Committee observed that in the action taken report of 12th Finance Committee the fine imposed on students for collecting DMC should be there.</p> <p>The Vice-Chancellor explained that such measure is necessary for maintaining discipline and regulating students and also for smooth functioning of the different branches of the University, to which all members are agreed.</p> <p>As to the appointment of Medical Officer, the Hon'ble Member suggested that this is a serious issue, the University must have female doctor. The issue can be taken up with Government for deputing a medical officer at the earliest. The Vice-Chancellor further informed the members that University does not have accommodation to accommodate medical Centre and the original plan of the University, in which certain rooms were to be built covering the corridors was not built by the HP PWD. The Hon'ble members suggested that Building and Construction Committee of the University be requested to take up</p>	<p>After a brief deliberation over the minutes along with the Action Taken Report, the same were confirmed with the following resolutions:</p> <ol style="list-style-type: none"> 1. The Hon'ble members suggested that Building and Construction Committee of the University be requested to take up the matter with HP PWD and construct the same, which can be used as Medical Center for the time being. 2. Hon'ble Member suggested that this is a serious issue, the University must have a female doctor other necessary staff and equipments. The issue can be taken up with Government for deputing a medical officer at the earliest.

	the matter with HP PWD and construct the same, which can be used as Medical Center for the time being.	
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Item No. 2 **To consider and approve the budget estimate for the financial year 2023-24.**

Agenda Note	Discussion	Decision
The Vice-Chancellor placed the Budget Estimate for the Financial Year 2023-2024	<p>The Vice-Chancellor explained in detail the budget estimate for the financial year 2023-2024.</p> <p>The item was thoroughly deliberated by the members and resolved to approve the same.</p>	<p>After thorough deliberations, the members of the Finance Committee unanimously resolved to approve the budget estimate for the Financial Year 2023-2024.</p> <p>The Committee unanimously recommended the same to the Executive Council for approval.</p>

Item No. 3 **To consider and approve the Statement for Receipt, Expenditure and Balance Sheet (Audited for the Financial Year 2021-22) as part of Annual Report of Academic Session 2021-22.**

Agenda Note	Discussion	Decision
The Vice-Chancellor placed the agenda item before the Finance Committee to consider and approve the Statement for Receipt, Expenditure and Balance Sheet (Audited for the Financial Year 2021-22) as part of Annual Report of Academic Session 2021-22.	<p>The Vice-Chancellor placed before the esteemed members Part-II and Part-III of the Annual Report of Academic Session 2021-2022. She explained in detail Part-II which carried the statement for Receipt, Expenditure and Balance Sheet (Audited for the Financial year 2021-2022).</p> <p>She also informed that Part-III which contains budget estimates for the financial year 2023-2024 has already been discussed and</p>	<p>After thorough deliberations, the members of the Finance Committee unanimously resolved the Statement for Receipt, Expenditure and Balance Sheet (Audited for the Financial Year 2021-22) as Part-I of Annual Report of Academic Session 2021-22. Part-II, i.e., Budget Estimate for the Financial Year 2023-2024 was approved as agenda item No. 2 with the following suggestions:</p> <ol style="list-style-type: none"> 1. The University should make a request to the Govt. should pay/reimburse rent

approved at agenda item No. 2.

The Hon'ble Member deliberated the Annual Report for Academic Session 2021-22, Audit Report of 2021-22 and Budget estimates for 2023-24. Hon'ble Vice Chancellor informed the hon'ble members that university is incurring huge expenditure for rent 13 private buildings hired hostels and maintaining safety and security, insuring water supply and expenditure on additional staff. The members suggested that the university should make a request to the Govt. should pay/reimburse rent another expenditure which the University incurred for private hostels.

Hon'ble members Annual Report, Audit Report and Budget estimates are to be placed before the Governing Council of the University after approval of the Executive Council. In the respect the University is authorized to amend where ever amendments and corrections are required and then place before the Governing Council. During the discussion the Hon'ble Members also suggested one staff of the account section should be specially earmarked and attached with Chartered Accountant to assist Audit Reports.

The item was thoroughly deliberated by the members and resolved to approve the same.

another expenditure which the University incurred for private hostels.

2. The University is authorized to amend Part-II and III of the Annual Report 2021-22, where ever amendments and corrections are required and then place before the Governing Council.
3. one staff of the account section should be specially earmarked and attached with Chartered Accountant to assist Audit Reports

The Committee recommended the same to the Executive Council for its approval.



Item No. 4 **To consider and approve the release of arrears of Non-Teaching Staff of the revised pay scale implemented w.e.f. 01-01-2016.**

Agenda Note	Discussion	Decision
<p>The Vice-Chancellor placed the agenda item before the Finance Committee to consider and approve the release of arrears of Non-Teaching Staff of the revised pay scale implemented w.e.f., 01-01-2016.</p>	<p>The Vice-Chancellor apprised the members that the Finance Committee had approved the implementation and adoption of revised pay scales to the Non-Teaching Staff w.e.f., 01-01-2016, in its meeting held on 17th March 2022. The University after approval of Finance Committee granted the revised pay scale to Non-Teaching Staff from 1st January, 2022.</p> <p>The Vice-Chancellor further submitted that the arrears of Non-Teaching Staff are required to be given with effect from the date they joined the University.</p> <p>The members of the Finance Committee thoroughly deliberated upon the agenda item and resolved to approve the same.</p>	<p>After thorough deliberations, the members of the Finance Committee unanimously resolved to approve the release of arrears of Non-Teaching Staff of the revised pay scale with effect from the date the employees joined the University. The Finance Committee unanimously approved the proposal and recommended it to Executive Council for further approval.</p>

Item No. 5 **To consider and approve the increase in the Honorarium being paid to different Office Bearers, Chief Warden, Associate Dean Student Welfare, Wardens, Administrative Officer, P.A. to Vice-Chancellor, Driver and Cook attached to Vice-Chancellor.**

Agenda Note	Discussion	Decision
<p>The Vice-Chancellor placed the agenda item before the Finance Committee to consider and approve the increase in the Honorarium being paid to different Office Bearers, Chief Warden, Associate Dean Student Welfare, Wardens, Administrative</p>	<p>The Vice-Chancellor informed the esteemed members that the University with the approval of Finance Committee and Executive Council has been paying, honorarium to different Office Bearers and Chief Warden, Associate Dean Student Welfare, Wardens, Administrative Officer, P.A. to</p>	<p>The Finance Committee unanimously approved the proposal to increase the Honorarium being paid to different Office Bearers, Chief Warden, Associate Dean Student Welfare, Wardens, Administrative Officer, P.A. to Vice-Chancellor, Driver and Cook attached to Vice-Chancellor as specified below:</p>

Officer, P.A. to Vice-Chancellor, Driver and Cook attached to Vice-Chancellor.

Vice-Chancellor, Driver and Cook attached to Vice-Chancellor. The amount of honorarium being paid to different Office Bearers was determined when the University was paying salaries as per 6th Pay Commission and now the salaries are being paid as per 7th Pay Commission.

She proposed that honorarium for Office Bearers and above staff be increased as proposed in the agenda item.

She also mentioned that the members of the Executive Council in the last meeting opined that University may propose to increase the honorarium of the Office Bearers.

The members of the Finance Committee thoroughly deliberated upon the agenda item and resolved to approve the same.

Sr. No.	Additional Charge	Proposed Rate Honorarium
1.	Finance Officer	Rs. 10,000/-
2.	Dean Academic Affairs	Rs. 10,000/-
3.	Controller of Examinations	Rs. 10,000/-
4.	Dean Students Welfare	Rs. 10,000/-
5.	Chief Warden	Rs. 9000/-
6.	Associate Dean Students Welfare	Rs. 7500/-
7.	Hostel Warden	Rs. 6500/-
8.	Administrative Officer	Rs. 8000/-
9.	P.A. to Vice-Chancellor	Rs. 4000/-
10.	Cook	Rs. 3000/-
11.	Driver	Rs. 3000/-

The Finance Committee unanimously approved the agenda item and recommended it to Executive Council for further approval.



Item No. 6 To consider and approve the proposal to increase remuneration for question paper setting, evaluation of answer sheets and the proposal to give remuneration for different duties performed by teaching and non-teaching staff for the conduct of End Semester Examinations and also payment of remuneration to any employee who performs as a scribe and checking assistant.

Agenda Note	Discussion	Decision
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The Vice-Chancellor placed the agenda item before the Finance Committee to consider and approve the proposal to increase remuneration for question paper setting, evaluation of answer sheets and the proposal to give remuneration for different duties performed by teaching and non-teaching staff for the conduct of End Semester Examinations and also payment of remuneration to any employee who performs as a scribe and checking assistant.

The Vice-Chancellor informed the members that as per the general practice, the University pays to its faculty members remuneration for question paper setting and evaluation of answer scripts with respect to end term examinations. There is no payment made for duties performed by the faculty members and non-teaching staff such as Invigilators, Centre Superintendent and other duties with respect to end term examinations.

She submitted the proposal to increase of rate of remuneration being paid for question paper setting and answer sheet evaluation, in view of the general practice of the other National Law Universities and that remuneration for different kinds of duties performed during the examinations may also be also be allowed to be paid at the proposed rate.

Hon'ble Members suggested that there should

After thorough deliberation, the committee unanimously resolved to approve proposal to increase remuneration for question paper setting as under:

For Mid Term and End Term Examinations	
Duty	Proposed rate of remuneration
Question Paper Setting	(Internal) Rs. 650/- for UG Rs. 900/- for PG
	(External) No change proposed

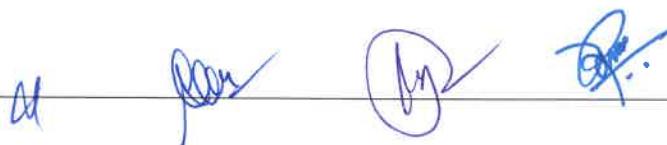
It was further unanimously resolved to approve the remuneration for different duties performed by teaching and non-teaching staff for the conduct of End Semester Examinations and also payment of remuneration to any employee who performs as a scribe and checking assistant as specified below:

For End Term Examinations		
1.	Superintendent of Examinations	Rs. 500/- per day
2.	Deputy Superintendent of Examinations	Rs. 400/- per day
3.	Invigilators	Rs. 300/- per day

	<p>be a block of three year before which these proposed remuneration cannot be increased again.</p> <p>The members of the Finance Committee thoroughly deliberated upon the agenda item and resolved to approve the same.</p>	4.	Group-C employees (other than invigilation duty)	Rs. 200/- per day
		5.	Group-D employees	Rs. 150/- per day
		6.	Writer/Scribe	Rs. 300/- per day
		7.	Checking Assistant	Rs. 2/- per sheet
		<p>The Finance Committee further resolved that the University shall not increase these rates before expiration of three years period from the date of this meeting.</p> <p>The Finance Committee unanimously approved the proposal and recommended it to Executive Council for further approval.</p>		

Item No. 7 **To consider and approve the remuneration to be paid to faculty members and non-teaching staff for conducting entrance examination such as Ph.D. by the University.**

Agenda Note	Discussion	Decision															
<p>The Vice-Chancellor placed the agenda item before the Finance Committee to consider and approve the remuneration to be paid to faculty members and non-teaching staff for conducting entrance examination such as Ph.D. by the University.</p>	<p>The Vice-Chancellor apprised the members that University conducts its own entrance examination at national level for admission to the Ph.D. in law programme. The examination is conducted by faculty members and non-teaching staff of the University which is a very responsible duty. She further informed that till date the University does not have rules to pay remuneration for different duties performed by the employees of the University in the entrance examination conducted by the University. She proposed that the</p>	<p>The Finance Committee unanimously resolved to approved the remuneration to be paid to faculty members and non-teaching staff for conducting entrance examination by the University at the rate specified below:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="3">Remuneration for conducting entrance examination of the University</th> </tr> <tr> <th>Sr. No.</th> <th>Duty</th> <th>Proposed rate of remuneration</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Controller of Examinations</td> <td>Rs. 5,000/-</td> </tr> <tr> <td>2.</td> <td>Observer</td> <td>Rs. 3,000/-</td> </tr> <tr> <td>3.</td> <td>Superinten</td> <td>Rs. 2,000/-</td> </tr> </tbody> </table>	Remuneration for conducting entrance examination of the University			Sr. No.	Duty	Proposed rate of remuneration	1.	Controller of Examinations	Rs. 5,000/-	2.	Observer	Rs. 3,000/-	3.	Superinten	Rs. 2,000/-
Remuneration for conducting entrance examination of the University																	
Sr. No.	Duty	Proposed rate of remuneration															
1.	Controller of Examinations	Rs. 5,000/-															
2.	Observer	Rs. 3,000/-															
3.	Superinten	Rs. 2,000/-															



<p>remuneration to faculty members and non-teaching staff for performing different duties in the entrance examination may be paid as per proposal mentioned in the Agenda Item.</p> <p>The members of the Finance Committee thoroughly deliberated upon the agenda item and resolved to approve the same.</p>		dent	
	4.	Invigilator	Rs. 1000/-
	5.	Group-C employees	Rs. 500/-
	6.	Group D employees	Rs. 250/-

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

Item No. 8 **To consider and approve the grant of increments as per UGC rules to all faculty members who have acquired or will acquire Ph.D. Degree after implementation of the 7th Pay Commission.**

Agenda Note	Discussion	Decision/Resolved
<p>The Vice Chancellor placed the agenda item before the esteemed to consider and approve the grant of increments as per UGC rules to all faculty members who have acquired or will acquire Ph.D. Degree after implementation of the 7th Pay Commission.</p>	<p>The Vice-Chancellor informed the members that University started functioning in 2016. Since the inception of the University, all the faculty members who had Ph.D. degree were granted five non-compoundable increments from the date of joining.</p> <p>She further informed that all the faculty members, who acquired Ph.D. Degree during the course of employment in the University, have been granted three non-compoundable increments from the date of award of Ph.D. Degree. These increments have been granted as per the UGC Regulations and Regulations of the</p>	<p>The Finance Committee unanimously resolved to approve the agenda Item.</p> <p>The Finance Committee unanimously approved the proposal and recommended it to Executive Council for further approval.</p>

University.

She also informed that in the 12th Finance Committee meeting held on 27th August, 2022 and approved by the Executive Council meeting held on 27th August, 2022. The University has implemented 7th pay commission. All faculty members have been paid arrears in terms of 7th pay commission including increments for holding or obtaining Ph.D. Degree with retrospective effect from 2016 till the date 7th pay commission was implemented by the University. Further, on the basis of increment granted for Ph.D., the pay matrix was fixed for faculty members.

The Vice-Chancellor proposed before the esteemed members to approve that any faculty member/s who has/have acquired and who will acquire Ph.D. Degree after the date of implementation of 7th pay commission, shall also be granted increments for the same. All the members observed that the grant of increment for Ph.D. is a mandate under UGC and is not at the discretion of the University.

The members thoroughly deliberated over the issue and unanimously resolved to

	approve the same.	
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Item No. 9	To consider and approve the establishment of Research Centre namely “Centre for Studies relating to Differently Abled”.	
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Agenda Note	Discussion	Decision/Resolved
The Vice Chancellor placed the agenda item to consider and approve the establishment of Research Centre namely “Centre for Studies relating to Differently Abled”.	The Vice-Chancellor informed the esteemed members that Dr. Sachin Sharma, Associate Professor in Law has submitted a proposal to establish a Research “Centre for Studies relating to Differently Abled”. The members thoroughly deliberated over the issue and unanimously resolved to approve the same.	After thorough deliberation, the members of Finance Committee resolved to approve the establishment of Research Centre namely “Centre for Studies relating to Differently Abled”. The Finance Committee unanimously recommended the same to the Executive Council for approval.

Item No. 10	To consider the Creation of Teaching Posts for Research Centre namely “Centre for Studies relating to Differently Abled”.	
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Agenda Note	Discussion	Decision/Resolved										
The Vice-Chancellor placed the agenda item before the Finance Committee to consider and approve the Creation of Teaching Posts for Research Centre namely “Centre for Studies relating to Differently Abled”.	The Vice-Chancellor requested the esteemed members to consider and approve the creation of teaching post for the Research Centre namely “Centre For Studies relating to Differently abled” She emphatically stated that the Research Centre cannot be functional without the faculty members for running it. The members thoroughly deliberated the agenda Item and resolved to approve the same.	After a brief deliberation, the committee unanimously resolved to approve the creation of following teaching posts Teaching Posts for the Research Centre namely “Centre For Studies relating to Differently abled”: <table border="1"> <thead> <tr> <th>Post Name</th> <th>No. of Post</th> </tr> </thead> <tbody> <tr> <td>Professor</td> <td>(01)</td> </tr> <tr> <td>Associate Professor</td> <td>(01)</td> </tr> <tr> <td>Assistant Professor</td> <td>(01)</td> </tr> <tr> <td>Research Associate</td> <td>(01)</td> </tr> </tbody> </table> The Finance Committee unanimously recommended the same to the Executive Council for approval.	Post Name	No. of Post	Professor	(01)	Associate Professor	(01)	Assistant Professor	(01)	Research Associate	(01)
Post Name	No. of Post											
Professor	(01)											
Associate Professor	(01)											
Assistant Professor	(01)											
Research Associate	(01)											

Item No. 11	To consider and approve the increase of remuneration being paid to Teaching and Research Associate, and Research Associate.										
Agenda Note	Discussion	Decision									
<p>The Vice-Chancellor placed the agenda item to consider and approve the increase of remuneration being paid to Teaching and Research Associate, and Research Associate.</p>	<p>The Vice-Chancellor informed the members that the University in pursuance of the State Government notification implemented 7th Pay Commission in 2022.</p> <p>She proposed that the remuneration being paid to the Teaching and Research Associate, and the Research Associate be increased in line with the 7th Pay Commission.</p> <p>The members thoroughly deliberated over the issue and unanimously resolved to approve the same.</p>	<p>The Finance Committee unanimously resolved to approve the increase in the remuneration to be paid to Teaching and Research Associate, and Research Associate:</p> <table border="1" data-bbox="810 801 1497 1124"> <thead> <tr> <th data-bbox="810 801 948 909">Sr. No.</th> <th data-bbox="948 801 1283 909">Designation</th> <th data-bbox="1283 801 1497 909">Rate of Remuneration</th> </tr> </thead> <tbody> <tr> <td data-bbox="810 909 948 1048">1.</td> <td data-bbox="948 909 1283 1048">Teaching and Research Associate</td> <td data-bbox="1283 909 1497 1048">Rs. 60,000/-</td> </tr> <tr> <td data-bbox="810 1048 948 1124">2.</td> <td data-bbox="948 1048 1283 1124">Research Associate</td> <td data-bbox="1283 1048 1497 1124">Rs. 50,000/-</td> </tr> </tbody> </table> <p>The Finance Committee recommended the same to the Executive Council for further approval.</p>	Sr. No.	Designation	Rate of Remuneration	1.	Teaching and Research Associate	Rs. 60,000/-	2.	Research Associate	Rs. 50,000/-
Sr. No.	Designation	Rate of Remuneration									
1.	Teaching and Research Associate	Rs. 60,000/-									
2.	Research Associate	Rs. 50,000/-									

Item No. 12	Any other item with the permission of the Chair.
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REPORTING ITEM	
<p>The Vice-Chancellor informed the esteemed members that the Consortium of NLUs started admission process in the month of January, 2023. As the weather remains adverse in Shimla due to snow fall in the month of January, it was not possible to conduct admission process in the University campus at Shimla. Therefore, on the objections raised by the Vice-Chancellor, the Consortium of National Law Universities sanctioned Rs. 20 Lakh for conducting the first two rounds of admission at Chandigarh. The incurred expenditure is approximately Rs. 9.50 Lakh. After getting the expenditure audited, the remaining amount shall be transferred back to the Consortium of NLUs Office.</p> <p>The Committee considered and unanimously approved the Reporting Item.</p> <p>Professor Vijender Kumar informed the other members present that CLAT Consortium assured</p>	

that no adverse effect should be allowed to have on it by advancing the entrance dates and admission counselling process. As part of assurance HPNLU, Shimla was paid advance of Rs. 20 Lakh. In future also the concerns of hilly area and adverse climatic conditions of the location of HPNLU, Shimla and other areas also shall be properly taken into account.

CURRENT AGENDA

Item No. 1	To consider and approve rules for granting Home Travel Allowance and other Travel Allowance to the Faculty Members and Office Bearers.	
Agenda Note	Discussion	Decision/Resolved
<p>The Vice-Chancellor placed the agenda item to consider and approve rules for granting Home Travel Allowance and other Travel Allowance to the Faculty Members and Office Bearers.</p>	<p>The Vice-Chancellor informed the members that the Finance Committee recommended and Executive Council approved in their meetings held on 27th August, 2022, grant of one-time Home Travel Allowance (HTA) to all regular Faculty Members during the winter vacation. In partial modification of the said decision the new set of rules are proposed in the agenda item.</p> <p>The members suggested that we should also have LTC (Leave Travel Concessions). The Hon'ble Vice-Chancellor suggested that the University may be allowed to adopt LTC (Leave Travel Concessions) after some years. For the time being the University should adopt HTA (Home Travel Allowance).</p> <p>The members opined that HTA should be given once every year during the winter vacation. However, when University starts giving LTC as well in addition to HTA, the HTA shall be applicable once every two year.</p>	<p>The Finance Committee unanimously resolved to approve the rules for granting Home Travel Allowance and other Travel Allowance to the Faculty Members and Office Bearers as specified below:</p> <p>Home Travel Allowance (HTA)</p> <p>All Teaching Employees and Officers of the University shall be entitled for grant of HTA as follows:</p> <ol style="list-style-type: none"> (1) HTA shall be allowed for actual travelling expenses from University to home town once in a year during the winter vacation: (2) Actual travelling expenses include the actual cost of transport and luggage, charges for ferry and other tolls. It does not include charges for lodging, boarding, food, camp equipage and equipment. (3) Concession shall be available for reimbursement of air/railway/bus fares actually paid by the employee and his dependent family members. The family of the member of Teaching Employees or Officers of the University means and includes his spouse, dependent parents, and up to two dependent children; (4) Expenses on travel by taxi or by own car shall be reimbursed as per the University Financial Regulations; (5) Concession shall granted be by way of reimbursement of expenses actually incurred on the submission of the relevant Itinerary duly certified by

the claimant;


(6) Reimbursement shall be granted in respect of travel by air (economy class), train or bus, as per the Financial Regulations of the University. Provided that the claimant shall avail economically and shortest air route available airlines services, to save financial resources of the University; and


(7) Reimbursement shall be made for direct and shortest route.


Proviso: *When University, in future will adopt and start giving LTC as well in addition to HTA, the HTA shall be applicable once every two year.*


Esteemed Finance Committee further resolved that these rules shall be incorporated in the Himachal Pradesh National Law University, Shimla Executive and Service Regulations, 2020 w.e.f., 27th August, 2022 the date on which it was approved by originally by the Finance Committee and Executive Council.


The Vice-Chancellor concluded the meeting by expressing her gratitude towards the esteemed members of the Finance Committee.


**LR-Cum Secretary (Law) Government
of
Himachal Pradesh**


**Sh. Ajay Sharma
Chairman Bar Council
Himachal Pradesh**


**Prof. (Dr.) Vijender Kumar
Vice-Chancellor
MNLU, Nagpur**


**Prof. S.S. Jaswal
Registrar
HPNLU, Shimla**


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