



**NATIONAL LAW UNIVERSITY, DELHI**  
(A University of Law Established in 2008 by Act No. 1 of 2008 of NCT Delhi)  
Sector 14, Dwarka, New Delhi – 110 078

**MANUAL 3**

**Procedure followed in decision-making process**

[Section 4(1)(b)(iii)]

**A. Authorities of University.**

There is provision of various University Authorities for taking decisions in the various matters. The Sections 10 to 18 of the National Law University Act 2007(Act No.1 of 2008 of NCT of Delhi) elaborate the name, constitution, powers and functions of these authorities which are as under:-

**10. Authorities of the University:-**

The following shall be the authorities of the University namely:

- a) the Governing Council;
- b) the Executive Council;
- c) the Academic Council ;
- d) the Dispute Redressal Committee ;
- e) the Finance Committee ;and
- f) Such other authorities as may, from time to time, be declared as such by the Statutes.

**11. Governing Council and its term of the Office:-**

- 1) The Governing Council shall be the supreme authority of the University and shall consist of the following persons, namely:-
  - a) the Chancellor ;
  - b) the Vice-Chancellor ;
  - c) two persons from amongst the sitting Judges of the High Court of Delhi, nominated by the Chancellor.

- d) one person from amongst the former Judges of the High Court of Delhi, nominated by the Chancellor ;
  - e) the Chairman, Bar Council of India or his nominee from amongst the members of the Bar Council of India;
  - f) the Chairman, Bar Council of Delhi, or his nominee from amongst the members of the Bar Council of Delhi ;
  - g) two pre-eminent persons in the disciplines of social sciences and Humanities, nominated by the Chancellor ;
  - h) two pre-eminent persons in the legal and educational fields, nominated by the Chancellor ;
  - i) the Chief Secretary, Government of National Capital Territory of Delhi;
  - j) the Principal Secretary , Finance, Government of National Capital Territory of Delhi;
  - k) the Secretary, Higher Education, Government of National Capital Territory of Delhi; and
- 1) the Principal Secretary, Law, Justice and Legislative Affairs, Government of National Capital Territory of Delhi.
  - 2) Where a person has become a member of the Governing Council by reasons of the office or appointment he holds, his membership shall terminate when he ceases to hold that office or appointment.
  - 3) The term of office of the nominated members of the Governing Council other than the ex-officio members shall be three years.
  - 4) A member of the Governing Council shall cease to be a member if he resigns or becomes of unsound mind, or becomes insolvent or is convicted of a criminal offence involving moral turpitude. A member, other than the Vice-Chancellor or professor, shall also cease to be member if he accepts a full time appointment in the University; or if he, not being an ex-Officio member, fails to attend three consecutive meetings of the Governing Council without the leave of the Chancellor,
  - 5) A member of the Governing Council, other than an ex-officio member, may resign his office by a letter addressed to the Chancellor and such resignation shall take effect as soon as it has been accepted by him.

- 6) Any vacancy in the Governing Council shall be filled by nomination by the respective nominating authority and on expiry of the period of the vacancy; such nomination shall cease to be effective.

## **12. Powers, Functions, and Meetings of the Governing Council:-**

- (1) The Governing Council shall be the plenary authority of the University and shall formulate and review from time to time the broad policies and programmes of the University and devise measures for the improvement and development of the University and shall also have the following powers and functions, namely :-
  - (a) To consider and pass the annual report, financial statement and the budget estimates prepared by the Executive Council and to adopt them with or without modification;
  - (b) To make Statutes concerning the administration of the affairs of the University including prescribing the procedures to be followed by the authorities and the officers of the University in the discharge
  - (c) of their functions.
- (2) The Governing Council shall meet at least once in a year. An annual meeting of the Governing Council shall be held on a date to be fixed by the Executive Council, unless some other date has been fixed by the Governing Council in respect of any year.
- (3) A report of the working of the University during the previous year, together with a statement of receipt and expenditure, the balance sheet as audited, and the financial estimates shall be presented by the Vice-Chancellor to the Governing Council at its annual meetings.
- (4) The meetings of the Governing Council shall be called by the Chancellor or by the Vice-Chancellor either on his own or at the request of not less than ten members of the Governing Council.
- (5) For every meeting of the Governing Council, fifteen days notice shall be given.

- (6) One-half of the members existing on the rolls of the Governing Council shall form the quorum.
- (7) Each member shall have one vote and if there be equality of votes on any question to be determined by the Governing Council the person presiding over the meeting shall, in addition, have a casting vote.
- (8) In case of difference of opinion among the members, the opinion of the majority shall prevail.
- (9) If urgent action by the Governing Council becomes necessary, the Vice-Chancellor may permit the business to be transacted by circulation of papers to the members of the Governing Council. The action so proposed to be taken shall not be taken unless agreed to by a majority of members of the Governing Council. The action so taken shall be forthwith intimated to all members of the Governing Council. In case the authority concerned fails to take decision, the matter shall be referred to the Chancellor, whose decision shall be final.

### **13. Executive Council:-**

- (1) The Executive Council shall consist of the following persons, namely:-
  - (a) the Vice-Chancellor of the University;
  - (b) the Chairman of the Bar Council of India, or his nominee from amongst its members;
  - (c) the Chairman, Bar Council of Delhi, or his nominee from amongst its members;
  - (d) the Principal Secretary, Finance, Government of National Capital Territory of Delhi;
  - (e) the Secretary, Higher Education, Government of National Capital Territory of Delhi;
  - (f) the Principal Secretary, Law, Justice and Legislative Affairs, Government of National Capital Territory of Delhi;
  - (g) three Professors of Law outside the University nominated by the Chancellor ;

- (h) two teachers of the University to be nominated by the Vice-Chancellor, of whom one shall be from among the Professors and one from among the associate professors of the University, by rotation for a period of one year.
- (2) The Vice-Chancellor shall be the Chairman of the Executive Council.
- (3) Where a person has become a member of the Executive Council by reason of the office or appointment he holds, his membership shall terminate when he ceases to hold that office or appointment.
- (4) The term of office of the nominated members of the Executive Council, other than ex-Officio members, shall be three years.
- (5) A member of the Executive Council shall cease to be member, if he resigns or becomes of unsound mind or becomes insolvent or is convicted of a criminal offence, involving moral turpitude. A member other than the Vice-Chancellor or teacher shall also cease to be a member if he accepts a full time appointment in the University, or if he, being a teachers fails to attend three consecutive meetings of the Executive Council without the leave of the Vice-Chancellor.
- (6) A member of the Executive Council other than an ex-officio member, may resign his office by a letter addressed to the Vice-Chancellor and such resignation shall take effect as soon as it has been accepted by him.
- (7) Any vacancy in the Executive Council shall be filled by nomination by the respective nominating authority and on expiry of the period of vacancy, such nomination shall cease to be effective.

#### **14. Powers, Functions and Meetings of the Executive Council:-**

- (1) The Executive Council shall be the chief executive authority of the University and, as such, shall have all powers necessary to administer the University subject to the provisions of this Act and the Statutes made there under; and may make Regulations for that purpose and also with respect to matters provided hereunder
- (2) The Executive Council shall have the following powers and functions, namely:-

- (a) to recommend the names of three persons to the Chancellor for appointment as Registrar of the University on the recommendations of the selection committee constituted for that purpose by it and headed by the Vice-Chancellor;
- (b) to prepare and present to the Governing Council at its annual meeting-
  - (i) A report on the working of the University;
  - (ii) A Statement of accounts; and
  - (iii) Budget proposals for the ensuing academic year;
- (c) to manage and regulate the finances, accounts, investments, properties, business and all other administrative affairs of the University and for that purpose, constitute committees and delegate the powers to such committees or such officers of the University as it may deem fit;
- (d) to invest any money belonging to the University, including any unapplied income, in such stock, funds, shares or securities, as it may, from time to time, think fit, or in the purchase of immovable property in India, with the like power of varying such investments from time to time;
- (e) to transfer or accept transfer of any moveable or immobile property on behalf of the University ;
- (f) to enter into vary, carryout and cancel contracts on behalf of the University and for that purpose to appoint such officers as it maythink fit;
- (g) to provide the buildings, premises, furniture and apparatus and other means needed for carrying on the work of the University ;
- (h) to entertain, adjudicate upon, and if it think fit, to redress any grievances of the officers, teachers, students and employees of the University;
- (i) to create teaching, administrative, ministerial and other necessary posts, to determine the number and emoluments of such posts, to specify the minimum qualifications for appointment to such posts on such terms and conditions of

service as may be prescribed by the Regulations made in this behalf;

- (j) to appoint examiners and moderators, and if necessary to remove them and to fix their fees, emoluments and travelling and other allowances, after consulting the Academic Council ;
  - (k) to select a common seal for the University; and
  - (l) to exercise such other powers and to perform such other duties as may be considered necessary, or imposed on it by or under this Act.
- (3) The Executive Council shall meet, at least, once in three months and not less than fifteen days notice shall be given of such meetings.
  - (4) The meeting of the Executive Council shall be called by the Registrar under instructions of the Vice-Chancellor or at the request of not less than five members of the Executive Council.
  - (5) One-half of the members of the Executive Council shall form the quorum at any meeting.
  - (6) In case of difference of opinion among the members the opinion of the majority shall prevail.
  - (7) Each member of the Executive Council shall have one vote and if there be equality of votes on any question to be determined by the Executive Council, the Chairman of the Executive Council or as the case may be, the member presiding over that meeting shall, in addition, have a casting vote.
  - (8) Every meeting of the Executive Council shall be presided over by the Vice- Chancellor and in his absence by a member chosen by the members present.
  - (9) If urgent action by the Executive Council becomes necessary, the Vice-Chancellor may permit the business to be transacted by circulation of papers to the members of the Executive Council. The action so proposed to be taken shall not be taken unless agreed to by a majority of members of the Executive Council. The action so taken shall be forthwith intimated to all the members of the Executive Council. In case the authority concerned fails to take decision, the

matter shall be referred to the Chancellor whose decision shall be final.

**15. Academic Council:-**

- (1) The Academic Council shall consist of the following persons, namely:-
  - (a) the Vice-Chancellor who shall be the Chairman ;
  - (b) three persons from amongst educationists of repute or men of letters or members of the legal profession or eminent public men, who are not in the service of the University, nominated by the
  - (c) Chancellor;
  - (d) a nominee of the Bar Council of India;
  - (e) all the Heads of the Departments;
  - (f) two members of the teaching staff, one each respectively representing the associate and assistant professors of the University, nominated by the Vice-Chancellor for a period of one year on rotation;
  - (g) Provided that an employee of the University shall not be eligible for nomination under category (b)
- (2) The term of the members other than ex-officio members and those whose term is specified by clause (e) of sub-section (1), shall be three years.

**16. Powers, Functions and Meetings of the Academic Council:-**

- (1) Subject to the provisions of this Act, Statutes and Regulations and overall supervision of the Executive Council, the Academic Council shall manage the academic affairs and matters in the University and in particular shall have the following powers and functions, namely:-
  - (a) To report on any matter referred or delegated to it by the Governing Council or the Executive Council;



- (b) To make recommendations to the Executive Council with regard to the creation, abolition or classification of teaching posts in the University and the emoluments payable and the duties attached thereto;
- (c) To formulate and modify or revise schemes for the organization of the faculties, and to assign to such faculties their respective subjects and also to report to the Executive Council as to the expediency of the abolition or sub-division of any faculty or the combination of one faculty with another;
- (d) to recommended arrangements for the instruction and examination of persons other than those enrolled in the University;
- (e) to promote research within the University and to require from time to time, reports on such research ;
- (f) to consider proposals submitted by the faculties;
- (g) to lay down policies for admission to the University;
- (h) to recommend recognized diplomas and degrees of other Universities and institutions and to determine their equivalence in relation to the certificates, diplomas and degrees of the University;
- (i) to fix, subject to any conditions accepted by the Governing Council, the time, mode and conditions of competition for fellowships, scholarships and other prizes and to recommend for award of the same;
- (j) to make recommendations to the Executive Council in regard to the appointment of examiners and, if necessary, their removal, fixation of their fees, emoluments, traveling and other expenses;
- (k) to recommend arrangements for the conduct of examinations and the dates for holding them;
- (l) to declare or review the result of the various examinations or to appoint committees or officers to do so, and to make recommendations regarding the conferment or grant of

degrees, honours, diplomas, licences, titles and marks of honour

- (m) to recommend stipends, scholarships, medals and prizes and to make other awards in accordance with the Regulations and such other conditions as may be attached to the awards;
  - (n) to approve or revise lists of prescribed or recommended text books and to publish the same and syllabus at the prescribed courses of study;
  - (o) to approve such forms and the registers as are, from time to time, required by the Regulations;
  - (p) to formulate, from time to time, the desired standards of legal education to be adhered in drawing up the curriculum / syllabi for being taught in the University ; and
  - (q) to perform, in relation to academic matters, all such duties and to do all such acts as may be necessary for the proper carrying out of the provisions of this Act and the Regulations made there under.
- (2) The Academic Council shall meet as often as may be necessary, but not less than two times during an academic year.
  - (3) One-half of the existing members of the Academic Council shall form the quorum for a meeting of the Academic Council.
  - (4) In case of difference of opinion among the members, the opinion of the majority shall prevail.
  - (5) Each member of the Academic Council, including the Chairman of the Academic Council, have one vote and if there be an equality of votes on any question to be determined by the Academic Council, the Chairman of the Academic Council, or, as the case may be, the member presiding over the meetings, shall in addition, have a casting vote.
  - (6) Every meeting of the Academic Council shall be presided over by the Vice-Chancellor and in his absence by a member chosen in the meeting to preside on the occasion.

- (7) If urgent action by the Academic Council becomes necessary, the Chairman of the Academic Council may permit the business to be transacted by circulation of the papers to the members of the Academic Council. The action proposed to be taken shall not be taken unless agreed to, by a majority of the members of the Academic Council. The action so taken shall forthwith be intimated to all the members of the Academic Council. In case the authority concerned fails to take decision, the matter shall be referred to the Chancellor whose decision shall be final.

#### **17. Dispute Redressal Committee:-**

- (1) There shall be a Dispute Redressal Committee to redress the dispute that may arise between the management and staff, management and students, teachers and students and teachers and management, comprising:-
  - (a) the Vice-Chancellor or his nominee;
  - (b) one member of the Executive Council, nominated by the Chancellor;
  - (c) one member, nominated by the Chancellor, who is not part of any of the council or committees to the University and who is a distinguished law academic with at least fifteen years experience in a similar institution.
- (2) The Registrar shall be the Convener of the Disputes Redressal Committee.
- (3) Where the dispute relates to a complaint of sexual harassment, the Dispute Redressal Committee shall be reconstituted by co-opting certain additional members consistent with the law.
- (4) The Executive Council, or any smaller body, that may be constituted by it for this purpose, shall be the appellate authority;
- (5) The rules and regulations governing the functioning of the Dispute Redressal Committee and the appellate authority shall be as framed by the Executive Council.

## **18. Finance Committee:-**

- (1) There shall be a Finance Committee constituted by the Executive Council consisting of the following, namely:-
  - (a) the Vice-Chancellor ;
  - (b) the Principal Secretary, Finance, Government of National Capital Territory of Delhi; and
  - (c) Three other members nominated by the Executive Council from amongst its members of whom one shall be a professor.
- (2) The members of the Finance Committee, other than the Vice-Chancellor and Professor, shall hold office so long as they continue as members of the Executive Council.
- (3) The functions and duties of the Finance Committee shall be as follows:-
  - (a) to examine and scrutinize the annual budget of the University and to make recommendations on financial matters to the Executive Council;
  - (b) to consider all proposals for new expenditure and to make recommendations to the Executive Council;
  - (c) To consider the periodical statements of accounts and to review the finances of the University from time to time and to consider re-appropriation statements and audit reports and to make recommendations to the Executive Council;
  - (d) To give its views and to make recommendations to the Executive Council on any financial question affecting the University either on its own initiative or on reference from the Executive Council or the Vice-Chancellor.
- (4) The Finance Committee shall meet at least, thrice in every year. Three members of the Finance Committee shall form the quorum.
- (5) The Vice- Chancellor shall preside over the meetings of the Finance Committee, and in his absence, a member elected at the meeting shall preside. In case of deference of opinion among the members, the opinion of the majority of the members present shall prevail.

**(B) For Routine letters / applications**

Sr. No.	Activity	Level Of Officer For Action
1	Receipt of applications/letters	Diary/Dispatch Official
2	Dispatch of applications/letters	Diary/Dispatch Official
3	Forwarding of the application / letter to the concerned officer of the branch/section	Diary/Dispatch Official
4	Marking of the application / letter by the concerned officer to the dealing assistant. In a department with officers of higher levels, the letter is down-marked by Dy. Registrar / Asst. Registrar/Other Officer who down-marks it to Section Officer and then to dealing assistant.	Registrar/Deputy Registrar/Asst. Registrar/Other Officer/Section Officer
5	Examination of case/submission of proposals by the dealing assistant/Section Officer to Branch Officer (usually Asst. Registrars/ Dy. Registrars)	Dealing Assistant/Section Officer
6	Examination of cases by Asstt. Registrar/Deputy Registrar / Other designated Officer and submission to the Registrar.	Asstt. Registrar/Deputy Registrar / Other Designated Officer
7.	The cases submitted by the Branch Officers, which are within the competency of the Registrar are disposed off at the level of Registrar	Registrar
8.	The cases submitted by the Branch Officers, which are not in the competency of the Registrar are submitted to the Vice-Chancellor for approval.	Registrar
9	The case submitted by the Registrar are considered by the Vice-Chancellor and appropriate decision is taken keeping in view the rules and regulations.	Vice-Chancellor
10	Students discipline matters are examined	Proctor/ Proctorial

	by the Proctor and Proctorial Board and submitted to the Vice-Chancellor for orders.	Board
11	The matters submitted by the Proctor and Proctorial Board are considered by the Vice-Chancellor and decision keeping in view the Rules and Regulations	Vice-Chancellor
12	The matters regarding Hostels are considered by the Wardens/Chief Warden and submitted to the Vice-Chancellor for orders	Warden/ Chief Warden
13	The matters submitted by the Chief Warden are considered by the Vice-Chancellor and decision keeping in view the Rules and Regulations	Vice-Chancellor
14	After approval from the Competent authority, the decision is conveyed to the concerned person through written communication signed by the Registrar/Branch Officer	Registrar/ Branch Officer
15	The letter signed by the Registrar/ Branch Officer is sent to the concerned person by the Dispatch Official	Dispatch Official

**(C) For applications received for seeking information under RTI Act, the following activities are undertaken:-**

Once the applications are received alongwith the requisite fees the matter is looked into by the Public Information Officer (PIO). If the applicants seeks information pertaining to any particular department, it is routed to the concerned department for collecting requisite information. Once the information is received from other departments, reply is prepared by the PIO. After approval of reply, the information is provided to the applicant. The entire process is monitored ensuring the time frame under the provisions of Right to Information Act.