

# NATIONAL LAW UNIVERSITY DELHI

Ref: NLUDELHI/REG/001/2023/7228

September 19, 2024

## OFFICE ORDER

### Subject: Reconstitution of Institutional Repository Committee

The Vice Chancellor is pleased to reconstitute the Institutional Repository Committee (IRC) which will treasure and archive in an orderly and organized manner, all the documents pertaining to various kinds of activities organized at NLU Delhi from time to time. It will play a crucial role in facilitating the knowledge building exercise and will provide data in a systematic and readily available format for reference purposes, which is required earnestly for compilation of reports for NAAC/AQAR/NIRF/Annual Report of the University etc. It will consist of the following members:

- 1) Dr. Priya Rai, University Librarian, NLU Delhi - Convener
- 2) Mr. Gurjinder Singh, Technical Officer, NLU Delhi - Member
- 3) Mr. Narendra Singh, Manager (Student Services), NLU Delhi - Member
- 4) Ms. Reena, Section Officer, NLU Delhi - Member
- 5) Ms. Sangita Singh, Professional Assistant (Library), NLU Delhi - Member

All the faculty members/Centres/Research Associates/Administrative Staff are requested to share details regarding any event to be organized at/by the University, (at-least 7 days prior to the date of the event) along with a brief summary of the event planned and a report after its conclusion to be submitted to the IRC. The members of IRC will develop an efficient record keeping (hard & soft copies), of all the events organized at/by the University along with necessary information including pictures, videos etc. and the retrieval of necessary information as and when required. Members will also be responsible for compiling and uploading of all the information in a properly designed manner. No information will be allowed to be shared with anyone without the prior permission of Convener, IRC.

A copy of all the document(s) will be shared with the Offices of the Vice-Chancellor and Registrar periodically.



Registrar

Copy to:

Office of Vice Chancellor / Registrar  
All Committee Members  
Joint Registrar / Deputy Registrar  
All Faculty Members  
All Non-Teaching Staff