

NATIONAL LAW UNIVERSITY DELHI

Ref: NLUD/REG/001/2025/2629

September 24, 2025

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 consist of the following members:

- Convener - Prof. (Dr.) Ruhi Paul, Registrar
[Overall Committee Functions]
- Dr. Priya Rai, UL, Coordinator & Ms. Sangita - IQAC
[To act as the overall academic and functional lead of the IRC]
- Mr. Gurjinder Singh, T.O. (I.T.) & Mr. Lakshya Verma J.T.A.
[To provide technical, coordination and support for repository software, server management and digital content preservation]
- Dr. Samar I. Bakhshi (D.L.) & Dr. Sidharth Dahiya (D.R.)
[To provide administrative, compliance, finalisation, documentation and content management, coordination with Technical Officer for uploading]

The Functions & Responsibilities of the Committee is as follows:

- Formulate guidelines for submission, access, copyright, and preservation of digital resources.
- Supervise the deployment, management and maintenance of repository software (DSpace, EPrints or other suitable platform).
- Ensure proper metadata standards, interoperability, and integration.
- Coordinate collection and uploading of faculty details, publications, and other institutional records.
- Prepare annual reports on repository usage, growth, and compliance for submission to the University.

This is issued with the approval of the Competent Authority.



Registrar

Copy to:

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