

RIGHT TO INFORMATION



**NATIONAL LAW UNIVERSITY
AND
JUDICIAL ACADEMY, ASSAM**

INTRODUCTION

1. In order to promote transparency and accountability in the working of every public authority and to empower the citizens to access to information, the Government of India has enacted “The Right to Information Act, 2005”, (RTI Act) which came into force on 15.06.2005. In accordance with the provisions of section 4(1)(b) of this Act, National Law University and Judicial Academy, Assam (NLUJAA) has brought out this Manual for information of the general public.
2. This manual is for the public and users of the services and provides information about the organizational set up of NLUJAA, its Rules, Regulations, Statutes, Programmes, functions and duties of its officers and employees, records available and such other information.
3. The request for obtaining information shall be made in writing, either in person or by post to the Registrar and must be accompanied by an application fee of Rs.10/- by way of cash, IPO or Demand Draft in favour of the Registrar, National Law University and Judicial Academy, Assam payable at the State Bank of India, ICD, Amingaon, Assam.

THE MANDATORY DISCLOSURE UNDER SECTION 4 OF THE RIGHT TO INFORMATION ACT, 2005

1. The particulars of the organisation, functions and duties:

The National Law University of Assam is established by Assam Act No. XXV of 2009. The main purpose of this university is to impart legal education for development of teaching and higher learning in law with powers to award degrees, diplomas, and other academic distinctions.

The objectives of the University are as follows:

- (i) to evolve and impart comprehensive legal education and training at all levels to achieve excellence in the working of the Judicial Institutions;
- (ii) to organize advanced studies and promote research in all branches of law;
- (iii) to disseminate legal knowledge by organizing lectures, seminars, symposia, workshops and conferences;
- (iv) to promote cultural, legal and ethical values with a view to promote and foster the rule of law and the objectives enshrined in the Constitution of India;
- (v) to improve the ability to analyse and present for the benefit of the public contemporary issues of public concern and their legal implications;
- (vi) to liaise with institutions of higher learning and research in India and abroad;
- (vii) to publish periodicals, treaties, study books, reports, journals and other literature on all subjects relating to law;
- (viii) to hold examinations and grant degree and confer honorary awards and other academic distinctions;
- (ix) to promote legal awareness in the community for achieving social and economic justice;
- (x) to undertake study and training projects relating to law, legislation to the members of the judicial institutions;
- (xi) to do all such things as are incidental, necessary or conducive to the attainment of all or any of the objectives of the Law University; and
- (xii) to nurture and to promote quality and excellence in legal studies and research.

The power and functions of the Law University shall be-

- i. to administer and manage the Law University and such other centers for study, research, education and instructions as are necessary in furtherance of the objects of the Law University and to provide for instruction in all branches of knowledge or learning pertaining to law and allied subjects as the Law University may deem it;
- ii. to make provisions for training, research and for the advancement and dissemination of knowledge of law to all the Departments of the State Government;
- iii. to hold examinations and to confer degrees, titles, diplomas and other academic distinctions or persons subjects to such conditions as the Law

University School may determine and to withdraw any such degrees, titles, diplomas and other academic distinctions subject to such conditions as the Law University may determine;

- iv. to fix, demand and receive fees and other charges as may be prescribed;
- v. to establish special centres, specialized study centres or other units for research and instructions as are in the opinion of the Law University necessary in furtherance of its objects;
- vi. to supervise and control the residence and to regulate the discipline of the trainee, students and staff of the Law University and to make arrangements for promoting their health and general welfare;
- vii. to regulate and enforce discipline among the employees of the Law University and to take such disciplinary measures as may be deemed necessary;
- viii. to appoint persons as professors, associate professors, assistant professor, readers, lecturers or otherwise as teachers and researchers of the Law University and as other classes of employees;
- ix. to institute an Award, Fellowships, Scholarships, Prizes and Medals;
- x. to provide for printing, reproduction and publication of research and other works and to organize exhibitions;
- xi. to sponsor and undertake training of Judicial Officers or administrative officers of other States against payment and to take up research in all aspects of law, justice and social development;
- xii. to co-operate with any other organisations in the matter of education, training and research in law, justice, social development and allied subjects for such purpose as may be agreed upon on such terms and conditions as the Law University may from time to time determine;
- xiii. to co-operate with institutions of higher learning in any part of the world having objects wholly or otherwise similar to those of the Law University by exchange of teachers and scholars and generally in such manner as may be conducive to the common objects;
- xiv. to receive grants, subventions, subscriptions, donations and gifts for the purpose of the Law University consistent with the objects for which the Law University is established;
- xv. to accept grants of money, securities or property of any kind or description on such terms and conditions as may be deemed expedient;
- xvi. to raise and borrow money on bonds, mortgages, promissory notes or other obligations or securities founded or based upon all or any of the properties and assets of the Law University or without any securities and upon such terms and conditions as, it may think fit, and to pay out of the funds of the Law University, all expenses incidental to the raising of money, and to repay and redeem any money or debt made;
- xvii. to invest the funds of the Law University or moneys entrusted to the Law University in or upon such securities or deposits and in such manner as it may deem fit and from time to time transpose any investments;
- xviii. to make such Statutes, Regulations and other instruments as may, from time to time, be considered necessary for reservation of seats in terms of reservation policy of the Government, for regulating the affairs and the management of the Law University and its properties and to alter, modify and to rescind them;
- xix. to constitute for the benefit of the academic, technical, administrative and other staff, in such manner and subjects to such conditions as may be

- prescribed pension, insurance , provident fund and gratuity and other schemes as it may be deem fit and to make such grants as it may think fit for the benefit of the staff of the Law University and to aid in the establishment and support of association, institutions, funds and trusts for the benefit of the staff and the students of Law University; and
- xx. to do all such other acts and things as the Law University may consider necessary, conducive or incidental to the attainment or enlargement of the aforesaid objects or any of them;
 - xxi. to create academic, technical, administrative, ministerial and other posts and to make appointments thereto;
 - xxii. to institute professorships, associate professorships, assistant professorships, readerships, lecturer ships and any other teaching, academic or research posts required by the Law University;
 - xxiii. to regulate the expenditure and to manage the accounts of the Law University;
 - xxiv. to enter into any agreement with the Central Government, State Government, the University grants Commission or other Authorities for receiving grants;
 - xxv. to establish and maintain within the premises of the Law University or elsewhere such Schools, Colleges and Study halls as the Law University may consider necessary and adequately furnish the same and to establish and maintain such libraries and reading rooms as may appear convenient or necessary for the Law University;
 - xxvi. to purchase, take on lease, or accept as gifts, or otherwise any land or building or works, which may be necessary or convenient for the purpose of the Law University and on such terms and conditions as it may think fit and proper and to construct or alter and maintain any such building or works;
 - xxvii. to sell, exchange, lease or otherwise dispose of all or any portion of the properties of the Law University, movable or immovable, on such terms and conditions as it may think fit and proper without prejudice to the interests and activities of the Law University;
 - xxviii. to draw and accept, to make and endorse, to discount and negotiate Government of India and other promissory notes, bills of exchange, cheques or other negotiable instruments;
 - xxix. to execute conveyances, transfers, re-conveyances, mortgages, leases, licenses and agreements in respect of property, movable or immovable including Government securities belonging to the Law University or to be acquired for the purpose of the Law University;
 - xxx. to appoint in order to execute an instrument or transact any business of the Law University any person as it may deem fit;
 - xxxi. to give up and cease from carrying on any classes or departments of the Law University;
 - xxxii. to accept grants of money, securities or property of any kind or description on such terms and condition as may be deemed expedient.
 - (xxxiii) to raise and borrow money on bonds, mortgages, promissory notes or other obligation or securities founded or based upon all or any of the properties and assets of the Law University or without any securities and upon such terms and conditions as, it may think fit, and to pay out of the funds of the Law University, all expenses incidental to the raising of money, and to repay and redeem any money borrowed or debt made;

- (xxxiv) to invest the funds of the Law University or moneys entrusted to the Law University in or upon such securities or deposits and in such manner as it may deem fit from time to time transpose any investments;
- (xxxv) to make such Statutes, Regulations and other instruments as may, from time to time, be considered necessary for regulating the affairs and the management of the Law University and its properties and to alter, modify and to rescind them;
- (xxxvi) to constitute for the benefit of the academic, technical, administrative and other staff, in such manner and subject to such conditions as may be prescribed pension, insurance, provident fund and gratuity and other schemes as it may deem fit and to make such grants as it may think fit for the benefit of the staff of the Law University and to aid in the establishment and support of associations, institutions, funds and trusts for the benefit of the staff and the students of Law University; and
- (xxxvii) to do all such other acts and things as the Law University may consider necessary, conducive or incidental to the attainment or enlargement of the aforesaid objects or any of them.

2. The powers and duties of its officers and employees

The powers and duties of all the officers and other employees are governed by the provisions of National Law University and Judicial Academy, Assam Act (Assam Act No. XXV of 2009) as amended by Act No. II of 2012 and different regulations framed under this Act from time to time which are regularly updated at <http://www.nluassam.ac.in>.

The Vice Chancellor of Law University

As per the NLUJAA Act 2009 (as amended) and National Law University, Assam Service Regulation, the Vice Chancellor of Law University:

- (i) ensures that the provisions of this Act, Statutes and Regulations are duly observed, and he shall have all powers as are necessary for that purpose;
- (ii) convenes the meetings of the General Council, the Executive Council, the Academic Council and the Finance Committee and shall perform all other acts, as may be necessary to give effect to the provisions of this Act;
- (iii) presides over the meetings of the General Council in the absence of the Chancellor;
- (iv) be the competent authority to appoint the teachers, librarians, finance officer, Accounts Officer and other officers in consultation with the Chancellor on the recommendations of the Selection Committee appointed by the Executive Council thereof for that purpose in accordance with the guidelines prescribed;
- (v) be the competent authority to take disciplinary action against the above officers in accordance with the procedure prescribed;
- (vi) take all necessary action against students to maintain proper discipline in the University;
- (vii) Delegate to the Registrar, Heads of the Centres and other employees of the University in accordance with regulations;

- (Viii) Ensure that the routine items regarding creation of temporary posts for short duration, sanction of leave, approval of academic calendar, appointment of examiners, grant of annual increments, grant of D.A. increase as announced by the Central / State Governments from time to time and any other adhoc increase etc. as announced by the Central / State Government from time to time or similar routine matters which are not normally be referred to the Executive Council;
- (ix) Appoint Centre Heads, Co-ordinators, Proctor, Chief Wardens, Wardens, Assistant Wardens, Heads, Members of various Committees etc. or other administrative positions;
- (x) Suspend a member from the meeting of the authority, body or committee for persistently obstructing or stalling the proceedings or for indulging in behavior unbecoming of a member;
- (xi) Initiate where required disciplinary action against employees or delegate such powers to other officers;
- (xiii) Ensure that the university examinations are conducted at the scheduled time; that results of such examinations are published expeditiously and that academic sessions of the University start and end on notified dates;
- (xiv) Allocate responsibilities to and audit performances of officers, faculty members, staff and students;
- (xv) Manage the affairs in relation to the people (including students and academic staff), in such manner that the actions are in accordance with the development plans of the University whilst having a positive impact on society;
- (xvi) Exercise all administrative and financial powers as defined in the Act, Statutes / Regulations;
- (xvii) Pass such Orders and take such measures that are necessary to implement any of the above;
- (xviii) Take such immediate action as may be required in an emergency subject to obtaining confirmation for the same in the next meeting of the authority which in the ordinary course would have dealt with the matter.

The Registrar of Law University

As per the NLUJAA Act 2009 (as amended) and National Law University, Assam Service Regulation, the Registrar of Law University:

- (i) shall be the principal administrative officer of the Vice-Chancellor of the Law University in all matters pertaining to the administration of the Law University. The Executive Council may entrust to him special responsibilities and powers;
- (ii) shall comply with all directions and orders of the Executive Council and the Vice-Chancellor;

- (iii) shall be *ex-officio* Member Secretary of all the authorities, Committees and other bodies of the University and shall also be the Convenor of all the meetings and to that end shall:
- (a) Issue all notices convening meetings of the Executive Council, the Academic Council, the Finance Committee and of any other Committees appointed by those authorities;
 - (b) Maintain the minutes of all the meetings of the Executive Council, the Academic Council, the Finance Committee and of any Committees appointed by those authorities;
 - (c) Conduct the official correspondence of the Executive Council, the Academic Council and the Finance Committee;
 - (d) Be the custodian of records, common seal and such other property of the University as the Executive Council shall commit to his charge;
 - (e) Represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose; and
 - (f) Perform such other duties as may be specified in the Act, Statutes and the Regulations or as may be required from time to time by the Executive Council or the Vice-Chancellor.
- (iv) The Registrar on the recommendations of the Selection Committee constituted for the purpose in the prescribed manner and as approved by the Vice-Chancellor shall have the power to appoint the Supportive Management Service (SMS) and Office Management Service (OMS), contingent and daily wage staff. He shall be competent authority to take disciplinary action against such employees in accordance with the prescribed procedure
- (v) shall have the power to take disciplinary action against such employees, excluding teachers and other academic staff, as may be specified by the Executive Council and to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of censure or the withholding of increment.
Provided that no such penalty shall be imposed unless the person has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

The Finance officer of the Law University

- (i) The Finance Officer shall advise the University as regards its financial policy and perform such other financial functions as may be assigned to him by the Vice-Chancellor or as may be prescribed by the Regulations.
- (ii) Subject to the control of the Executive Council and the Vice-Chancellor the Finance Officer shall:
 - (a) hold and manage the property and investments including trust and endowed property;
 - (b) ensure that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not

exceeded and that all monies are expended on the purposes for which they are granted or allotted;

(c) be responsible for the preparation of annual accounts and the budget of the University for the next financial year and for their presentation to the University Authorities;

(d) keep a constant watch on the state of the cash and bank balances and on the state of investments;

(e) watch the progress of the collection of revenue and advise on the methods of collection employed;

(f) have the accounts of the University regularly audited as per the Financial Regulation of the University;

(g) ensure that the registers of building, lands, furniture and equipment are maintained upto-date and that the stock checking is conducted, of equipment and other consumable materials in all offices and centres maintained by the University;

(h) call for explanation for unauthorized expenditure from any employee of the finance office and for other financial irregularities and suggest disciplinary action against the persons at fault; and

(i) call from any office, or centre under the University, any information or returns that he considers necessary for the performance of his duties.

3. The procedure followed in the decision making process, including channels of supervision and accountability

At the university level, all the decisions are taken as per the Rules and Regulations of the University. As per the Act there are different governing bodies, i.e., General Council, Executive Council and Academic Council and their respective functions are prescribed under the act. All the matters regarding admissions and migration are placed before the concern bodies. All the decisions are taken by the appropriate committees/bodies of the university.

4. The norms set for the discharge of functions

The University discharges its functions as per the provisions of the National Law University and Judicial Academy, Assam Act (Assam Act No. XXV of 2009) and National Law University and Judicial Academy, Assam (Amendment) Act, 2011.

Web Link: <http://nluassam.ac.in/docs/Act.pdf>

5. The act, statutes and regulations held by the university or under its control or used by its employees for discharging its functions

The University has framed the following Statutes, Rules and Regulations under the Act:-

- (i) National Law University and Judicial Academy, Assam Act (Assam Act No. XXV of 2009)
- (ii) Admission regulations for B.A.,LL.B.(Hons.) Degree Programmes
- (iii) Academic Misconduct Regulations
- (iv) Examination Regulations for B.A., LL.B. (Hons.) Degree Programme
- (v) Examination Regulations LL.M. One Year Degree Programme
- (vi) National Law University, Assam regulation relating to Ph.D. Degree Programme
- (vii) National Law University, Assam Moot Court Regulations
- (viii) National Law University, Assam Convocation Regulations
- (ix) National Law University, Assam Endowment Regulations
- (x) National Law University, Assam Students' participation in debates, seminars, M.U.Ns, Sports Festivals and Cultural Festivals (reimbursement related) Regulations
- (xi) Hostel Regulations
- (xii) National Law University, Assam Service Regulations
- (xiii) National Law University, Assam Financial Regulations

6. A statement of the categories of documents that are held by it or under its control

Following documents are held by the University:

- 6.1 University Act**
- 6.2 University Rules & Regulations**
- 6.3 Annual Report**
- 6.4 Students' Files**
- 6.5 Service Records**
- 6.6 Agenda and Minutes of Statutory bodies**
- 6.7 Annual Accounts**
- 6.8 Stock Register**
- 6.9 Examination Records**
- 6.10 Log Books**
- 6.11 Memoranda of Understanding**

7. The particulars of any arrangement that exists for consultation with or representation by, the members of the public in relation to the formulation of its policy or implementation thereof

All the policies are framed and formulated through different authorities as per the provisions of The National Law University and Judicial Academy, Assam Act (Assam Act No. XXV of 2009)

8. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public

The National Law University and Judicial Academy Assam, Act 2009 has constituted the following statutory bodies:

- (a) The General Council;
- (b) The Executive Council
- (c) The Academic Council;
- (d) The Finance Committee,
- (f) The Academic Planning Board; and

Such other authorities as from time to time declared as such by the General Council.

(a) General Council

The General Council consists of the following there under:-

Web link: http://nluassam.ac.in/g_council.htm

Powers and functions of the General Council

The General Council is the plenary authority of the Law University and formulates and reviews from time to time the broad policies and programmes of the Law University and devises measures for the improvement and development of the Law University and also has the following powers and functions, namely:-

- (i) 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;
- (ii) to make statues concerning the administration of the affairs of the Law University including prescribing the procedures to be followed by the authorities and the officers of the Law University in the discharge of their functions; and
- (iii) to recommend the person to be appointed as Vice Chancellor of Law University from out of the panel prepared by the Selection Committee appointed by the Executive Council, and proposed by it.

The General Council meets at least once in a year. An annual meeting of the General Council is held on a date fixed by the Executive Council, unless some other has been fixed by the General Council in respect of any year.

- (i) a report of the working of the Law University during the previous year, together with a statement of receipts and expenditure, duly audited balance sheet, and the financial estimates is presented by the Vice Chancellor of Law University to the General Council at its annual meetings;

- (ii) meeting of the General Council is called by the Vice Chancellor of Law University either at the request of not less than five members of the General Council or on the direction of the Chancellor;
- (iii) For every Meeting of the General Council, fifteen days' notice is given;
- (iv) one third of the members existing on the rolls of the General Council forms the quorum;
- (v) each member has one vote and if there be equality of votes on any question to be determined by the General Council, the person presiding over the meeting has, in addition, have a casting vote; and
- (vi) in case of difference of opinion among the members, the opinion of the majority prevails.

(b) Executive Council

The Executive Council consists of the following there under:-

Web link: http://nluassam.ac.in/e_council.htm

Powers and functions of the Executive Council

The Executive council is the Chief Executive Authority of the Law University and as such has all powers necessary to administer the Law University subject to the provisions of this Act and the Statues made there under and can make Regulations for that purpose and also with respect to matters provided hereunder.

The Executive Council has the following powers and functions:-

- (i) to propose as and when required to the General Council for appointment as Vice Chancellor of the Law University, a panel of three names after considering the recommendations of Selection Committee constituted for that purpose by it;
- (ii) to recommend the names of three persons to the Chancellor for appointment as Registrar of the Law University on the recommendations of the selection Committee constituted for that purpose by it;
- (iii) to prepare and present to the General Council at its annual meetings:-
 - (a) a report on the working of the Law University;
 - (b) a statement of accounts; and
 - (c) budget proposals for the ensuing academic year;
- (iv) to manage and regulate the finances , accounts, investments, properties, business and all other administrative affairs of the Law university and for that purpose, constitute committees and delegate the powers to such committees or such officers of the Law University as it may deem fit;

- (v) to invest any money belonging to the Law 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;
- (vi) to transfer or accept transfer of any movable or immovable property on behalf of the Law University;
- (vii) to enter into, vary, carryout and cancel contracts on behalf of the Law University and for that purpose to appoint such officer as it may think fit;
- (viii) to provide the buildings, premises, furniture and apparatus and other means needed for carrying on the work of the Law University;
- (ix) to entertain, adjudicate upon, and if it thinks, to redress any grievances of the officers, the teachers, the students and the employees of the Law University;
- (x) 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;
- (xi) 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;
- (xii) To select a common seal for the Law University; and
- (xiii) To exercise such other powers and to perform such other duties as may be considered necessary; or imposed on it by under this Act.

(c) Academic Council

The Academic Council l consists of the following thereunder:-

Web link: http://nluassam.ac.in/a_council.htm

Powers and functions of the Academic Council

Subjects to the provisions of the Act, Statutes and regulations the Academic council manages the academic affairs and matters of the Law University and in particular shall have the following powers and functions namely:-

- (i) to report on any matter referred or delegated to it by the General Council or the Executive Council;
- (ii) to make recommendations to the Executive Council with regard to the creation, abolition or classification of teaching posts in the Law University and the emoluments payable and the duties attached thereto;
- (iii) 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;

- (iv) to recommend arrangements for the training, instruction and examination of persons other than those enrolled in the Law University;
- (v) to promote research within the Law University and to require from time to time, reports on such research;
- (vi) to consider proposals submitted by the faculties;
- (vii) to suggest policies for admissions to the Law University;
- (viii) to fix, subject to any conditions accepted by the General Council, the time, mode and conditions of competition for Fellowships, Scholarships and other prizes and to recommend for award the same;
- (ix) to make recommendations to the Executive Council in regard to the appointment of examiners and if necessary their removal and fixation of their fees, emoluments and travelling and other expenses;
- (x) to recommend arrangements for the conduct of examinations and the dates for holding them
- (xi) to declare or review the results 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, licenses, titles and marks of honour;
- (xii) 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;
- (xiii) to approve or revise lists of prescribed or recommended text books and to publish the same and syllabus at the prescribed courses of study;
- (xiv) to approve such forms and registers as are, from time to time, required by the Regulations; and
- (xv) to perform, in relation to academic matters, all such duties and to do all such acts as may be necessary for proper carrying out of the provisions of this Act and the Regulations made there under.

(d) Finance Committee

The Finance Committee constituted by the Executive Council consists of the following members

Web link: http://nluassam.ac.in/f_commt.htm

The members of the Finance Committee other than the Vice Chancellor of Law University and Registrar of Law University hold office so long as they continue as members of the Executive Council.

The functions and duties of the Finance Committee are as follows:-

- (i) To examine and scrutinize the annual budget of the Law University and to make recommendations on financial matters to the Executive Council;
- (ii) To consider all proposals for new expenditure and to make recommendations to the Executive Council.

- (iii) To consider the periodical statement of accounts and to review the finances of the Law University from time to time and to consider re-appropriation statements and audit reports and to make recommendations to the Executive Council.
- (iv) To give its views and to make recommendations to the Executive Council on any financial question affecting the Law University either on its own initiative or on reference from the Executive Council or the Vice Chancellor of Law University.

The Vice Chancellor of Law University presides over the meetings of the Finance Committee, and in his absence, the Registrar of Law University presides. In case of difference of opinion among the members, the opinion of the majority of the members present prevails.

(e) Academic Planning Board

The Executive Council constituted an Academic Planning Board of the University with the following members:

Web link: http://nluassam.ac.in/ap_board.htm

Powers and Functions of the Board

The Board is authorised to design and formulate appropriate plans for development and expansion of the University and it may, in addition, advise the Executive Council and the Academic Council on any matter which it may deem necessary for the fulfilment of the objects of the University.

The Board can constitute such committees as may be necessary for planning and monitoring the programmes of the University.

The Board meets at such intervals as is deemed expedient but at least once in a year.

The meetings of such bodies are not open to the public. However, the minutes are available in the University Office.

9. Directory of NLUJAA Staff

The complete directory of the officers / faculty members / employees of the university are available at the following links respectively:

Officers of the university	http://nluassam.ac.in/officers.htm
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Faculty members of the university	http://nluassam.ac.in/faculty.htm
Employees of the university	http://nluassam.ac.in/staff.htm

10. Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations

Monthly remuneration received by each of its officers and employees

SL. NO.	NAME OF THE INCUMBENT	DESIGNATION	SCALE OF PAY
1. 1	Prof. (Dr.) J. S. Patil	Vice Chancellor	Rs. 75,000 (PB)/-
2.	Mr. Miftahuddin Ahmed	Registrar	Rs. 37,400- 67,000 G.P. Rs. 10,000/-
3.	Mr. K. Nagabassyya	Dy. Registrar (acad.) (contractual)	Rs. 80,000/- (Fixed)
4.	Dr. Diptimoni Boruah	Associate Professor (regular)	Rs. 37,400- 67,000 A.G.P. Rs. 9,000/-
5.	Dr. Ishrat Husain	Associate Professor (regular)	Rs. 37,400- 67,000 A.G.P. Rs. 9,000/-
6.	Dr. Topi Basar	Associate Professor (regular)	Rs. 37,400- 67,000 A.G.P. Rs. 9,000/-
7.	Ms. Preeti Priyam Sharma	Assistant Professor (regular)	Rs. 15,600 – 39,100 A.G.P. Rs. 6,000/-
8.	Mr. Thangzakhup Tombing	Assistant Professor (regular)	Rs. 15,600 – 39,100 A.G.P. Rs. 6,000/-
9.	Ms. Gitanjali Ghosh	Assistant Professor (regular)	Rs. 15,600 – 39,100 A.G.P. Rs. 6,000/-
10.	Ms. Aparajita Dutta Hazarika	Assistant Professor (regular)	Rs. 15,600 – 39,100 A.G.P. Rs. 6,000/-
11.	Mrs. Namrata Gogoi	Assistant Professor (regular)	Rs. 15,600 – 39,100 A.G.P. Rs. 6,000/-
12.	Ms. Kasturi Gakul	Assistant Professor (regular)	Rs. 15,600 – 39,100 A.G.P. Rs. 6,000/-
13.	Mr. Chiradeep Basak	Assistant Professor (regular)	Rs. 15,600 – 39,100 A.G.P. Rs. 6,000/-
14.	Mr. Saheb Chowdhury	Assistant Professor (regular)	Rs. 15,600 – 39,100 A.G.P. Rs. 6,000/-
15.	Mr. Himangshu Ranjan Nath	Assistant Professor (regular)	Rs. 15,600 – 39,100 A.G.P. Rs. 6,000/-
16.	Mr. Ankur Madhia	Assistant Professor (regular)	Rs. 15,600 – 39,100 A.G.P. Rs. 6,000/-
17.	Dr. Mayengbam Nandakishwor Singh	Assistant Professor (regular)	Rs. 15,600 – 39,100 A.G.P. Rs. 6,000/-
18.	Ms Monmi Gohain	Assistant Professor (regular)	Rs. 15,600 – 39,100 A.G.P. Rs. 6,000/-
19.	Ms Dipakshi Das	Assistant Professor	Rs. 15,600 – 39,100

		(regular)	A.G.P. Rs. 6,000/-
20.	Dr. Kankana Baishya	Assistant Librarian (regular)	Rs.15,600 - 39,100 A.G.P. Rs. 6,000/-
21.	Dr. Jyotirekha Bhattacharyya	Assistant Librarian (regular)	Rs. 15,600 - 39,100 A.G.P. Rs. 6,000/-
22.	Dr. Nandarani Choudhury	Assistant Registrar (Academic) (regular)	Rs. 15,600 - 39,100 G.P. Rs. 5,400/-
23.	Mr. Jyotiprasad Baishya	System Administrator (regular)	Rs. 30,000-110,000 G.P. Rs. 14,500/-
24.	Mr. Showaif Ahmed	Assistant Engineer (regular)	Rs. 30,000-110,000 G.P. Rs. 12,700/-
25.	Mr. Bijan Kumar Sarma	Superintendent (regular)	Rs. 22000-87000 G.P. Rs. 10300/-
26.	Ms. Jimani Goswami	Accountant (regular)	Rs. 22000-87000 G.P. Rs. 10300/-
27.	Mr. Ajit Chandra Kalita	Jr. Stenographer (regular)	Rs. 22000-87000 G.P. Rs. 10300/-
28.	Mr. Satyajit Deb	System Operator (regular)	Rs. 14000-49000 G.P. Rs. 8700/-
29.	Mr. Sanjib Deka	Library Assistant (regular)	Rs. 14000-49000 G.P. Rs. 8700/-
30.	Mr. Britanjoy Basumatary	Library Assistant (regular)	Rs. 14000-49000 G.P. Rs. 8700/-
31.	Mr. Narender Pal	Library Assistant (regular)	Rs. 14000-49000 G.P. Rs. 8700/-
32.	Mr. Sarat Chandra Sarma	Accounts Assistant (regular)	Rs. 14000-49000 G.P. Rs. 8700
33.	Mr. Diganta Gogoi	Accounts Assistant (regular)	Rs. 14000-49000 G.P. Rs. 8700/-
34.	Ms. Anjumani Deka Sinha	Junior Superintendent (regular)	Rs. 14000-49000 G.P. Rs. 8700/-
35.	Ms. Dipsikha Das	Junior Superintendent (regular)	Rs. 14000-49000 G.P. Rs. 8700/-
36.	Ms. Nisharani Das	Junior Superintendent (regular)	Rs. 14000-49000 G.P. Rs. 8700/-
37.	Mr. Pankaj Jyoti Bhorali	Junior Superintendent (regular)	Rs. 14000-49000 G.P. Rs. 8700/-
38.	Mr. Khanin Barman	Junior Superintendent (regular)	Rs. 14000-49000 G.P. Rs. 8700/-
39.	Mr. Mukut Deka	Junior Superintendent (regular)	Rs. 14000-49000 G.P. Rs. 8700/-

40.	Mr. Konda Babu Katipam	Junior Superintendent (regular)	Rs. 14000-49000 G.P. Rs. 8700/-
41.	Mrs. Bhaswati Goswami	Staff Nurse (regular)	Rs. 14000-49000 G.P. Rs. 8700/-
42.	Mr. Rabin Bhuyan	Electrician (regular)	Rs. 14000-49000 G.P. Rs. 8700/-
43.	Mr. Shafiquz Zaman Ahmed	Guest House caretaker (regular)	Rs. 14000-49000 G.P. Rs. 8700/-
44.	Mr. Subhash Dutta	Record Keeper (regular)	Rs. 14000-49000 G.P. Rs. 6200/-
45.	Dr. Jyoti Ranjan Samadar	Visiting Doctor (contractual)	Rs. 35,000/- (Fixed)
46.	Mr. Pradip Kr. Sarma	Warden (male) (contractual)	Rs. 25,000/- (Fixed)
47.	Ms. Sikhamani Talukdar	Warden (female) (contractual)	Rs. 25,000/- (Fixed)
48.	Ms. Diana Khumanthem	Matron Cum Hostel Warden (Contractual)	Rs. 25,000/- (Fixed)
49.	Mr. Bipul Chandra Sarma	Plumber (regular)	Rs. 14000-49000 G.P. Rs. 6200/-
50.	Mr. Akhil Sarma	Carpenter (regular)	Rs. 14000-49000 G.P. Rs. 6200/-
51.	Mr. Manindra Nath	Driver (HV) (regular)	Rs. 14000-49000 G.P. Rs. 6200/-
52.	Mr. Uday Chandra Baruah	Driver (LV) (regular)	Rs. 14000-49000 G.P. Rs. 5600/-
53.	Mr. Hadiul Abedin	Driver (HV) (regular)	Rs. 14000-49000 G.P. Rs. 6200/-
54.	Mr. Bishnu Sonar	Driver (LV) (regular)	Rs. 14000-49000 G.P. Rs. 5600/-
55.	Mr. Gauri Kanta Das	Attendant (regular)	Rs. 12000-37500 G.P. Rs. 4400/-
56.	Mr. Pankaj Saikia	Attendant (regular)	Rs. 12000-37500 G.P. Rs. 4400/-
57.	Mr. Santanu Gogoi	Attendant (regular)	Rs. 12000-37500 G.P. Rs. 4400/-
58.	Mr. Reken Boro	Gardener (regular)	Rs. 12000-37500 G.P. 4400/-
59.	Mr. Guneshwar Deka	Driver (contractual)	Rs. 12,000/- (Fixed)
60.	Mr. Bikash Nath	Attendant (contractual)	Rs. 10,000/- (Fixed)
61.	Ms. Gummidi Laxmi	Attendant (contractual)	Rs. 8,000/- (Fixed)
62.	Mr. Gobinda Saharia	Bus Helper (contractual)	Rs. 9,000/- (Fixed)

11. Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made

All the budget allocations are made under Annual Budget and expenditure is made through administrative decisions, details of which are available with the Accounts Section at the University.

12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes

Medical reimbursement and children education fee reimbursement is provided.

13. Particulars of recipients of concessions, permits or authorisations granted by it

No concessions / permits / authorisations are granted by the University.

14. Details in respect of the information available to or held by it, reduced in electronic format

All the information which is reduced to electronic format is available for public access at <http://www.nluassam.ac.in> and is updated from time to time.

15. The particulars of facilities available to citizens for obtaining information

The public can avail the information through Public Information Officer of the university during working hours on all working days. Further, they can also visit the official website i.e. <http://www.nluassam.ac.in> which is updated from time to time.

16. The names, designations and other particulars of the information officers

The following persons are appointed under the Right to information Act, 2005 against various posts:

First Appellate Authority: Mr. Miftahuddin Ahmed
Registrar, NLUJA, Assam

16.1.1 Public Information Officer: Mr. Thangzakhup Tombing,
Assistant Professor of Law, NLUJA, Assam

The names, designations and other particulars of the information officers

The following persons are appointed under the Right to information Act, 2005 against various posts:

First Appellate Authority: Mr. Miftahuddin Ahmed
Registrar, NLUJA, Assam
Contact: +91- 8011024050
Email: registrar@nluassam.ac.in

Public Information Officer: Mr. Thangzakhup Tombing,
Assistant Professor Law, NLUJA, Assam
Contact No.: +91-9957910148
Email: t.tombing@nluassam.ac.in

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