

2nd Meeting of The Finance Committee Himachal Pradesh National Law University, Shimla

**Minutes of the Meeting
March 20, 2019**

The 2nd Meeting of the Finance Committee, HPNLU Shimla was held on March 20, 2019 at 02:30 P.M. at the Conference Hall, Administrative Block, Judicial Academy Building, HPNLU Campus. 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.	Secretary Finance, to Govt. of Himachal Pradesh	Member
3.	Prof. Ranbir Singh, (Executive Council Nominee)	Member
4.	LR <i>cum</i> Secretary Law to the Govt. of Himachal Pradesh (Executive Council Nominee)	Member
4.	Chairman Bar Council Himachal Pradesh, Sri Ramakant Sharma (Executive Council Nominee)	Member
5.	Prof. S.S. Jaswal	Secretary (<i>Ex officio</i>)

PROCEEDINGS OF THE MEETINGS

Item No. 1	To Confirm the Minutes of the Previous Meeting of the Finance Committee held on August 26, 2017.		
	Agenda Note	Discussion	Decision/Resolved
	The Vice Chancellor placed the minutes of the previous meeting before the members of Finance Committee.	Vice Chancellor explained the details of minutes of last meeting and members appraised the proceeding.	After brief deliberation over the minutes, the same were confirmed.

Item No. 2	To Consider the Budget Estimate for the Financial Year 2019-20.		
	Agenda Note	Discussion	Decision/Resolved
	Vice Chancellor presented the First detailed Financial Statement/budget of the University.	<p>Vice Chancellor explained the reasons behind presenting the detailed budget for the University. She brought to the notice of the members of Finance Committee that detail budget is prepared for the first time since inception of the University, and in future regular budget will be prepared.</p> <p>Vice Chancellor, while reading out the provisions of the Himachal Pradesh National Law University Act 2016 (16 of 2016) emphasized that Government of Himachal Pradesh is under statutory mandate to support the University and contribute into the 'University Fund'.</p> <p>Members of the Committee shared their views and it was agreed that the matter will be expedited and Government of Himachal Pradesh will be further requested to provide necessary financial support.</p> <p>Finance Secretary Government of Himachal Pradesh suggested that Budget of the University must be shared in advance with the members of the Committee for better and meaningful discussion.</p>	<p>The Finance Committee examined the budget and approved it unanimously after thorough evaluation of each head.</p> <p>The Committee recommended that the budget may be placed to Executive Council for approval.</p>

Item No. 3	To Consider the Creation of Center for Child and Women Studies.		
	Agenda Note	Discussion	Decision
	Vice Chancellor narrated the objective behind constitution of	Vice Chancellor brought the fact to the notice of Members of the Finance Committee that the Agenda Item No. 3	The Finance Committee approved the proposal unanimously and recommended

Center for Child and Women Studies, especially as required by the UGC Guidelines.	<p>was already placed before the Academic Council in its 3rd Meeting Dated March 19, 2019 and the same was approved. The proceedings of the 3rd Meeting of Academic Council were supplied to the Members of Finance Committee.</p> <p>Vice Chancellor further narrated that the Center for Child and Women Studies were added recently due to the mandate of UGC, hence based on budgetary provisions made for other Centers, similar financial provision may be approved for this Centers as well.</p> <p>Members of the Finance Committee examined the financial issues dealing with these special centers, give some suggestions about constitution, composition and deliberated thereon.</p>	<p>the same to Executive Council for further approval.</p> <p>With respect to budgetary provisions for Center for Child and Women Studies, the members of the Finance Committee unanimously agreed with the proposal made by Vice Chancellor.</p> <p>It is further agreed by the Finance Committee that all appointments of to these Centers shall as per the applicable Rules framed by University and approved by Executive Council.</p>
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Item No. 4		To Consider the Creation of Teaching Post for Special Centers.	
Agenda Note		Discussion	Decision
<p>Vice Chancellor explained that the Executive Council in its meeting held on April 4, 2018 approved the constitution of Seven (07) specialized Centers.</p> <p>The proposal for Center for Child and Women Studies is approved by Academic Council in its 3rd Meeting dated March 19, 2019.</p>		<p>Vice Chancellor emphasised on the requirement of Special Centers for advancement of academic activities in the University. She stated that these Center, subject to UGC Regulations, will work in the line of Research Centers, and in future, these Centers will offer various Training and other Courses including Diploma & Certificate.</p> <p>Vice Chancellor read out the Minutes of the 3rd meeting of Academic Council wherein these Academic Posts were approved and recommendations were made to the Finance Committee as well as Executive Council to grant necessary sanction.</p>	<p>The Finance Committee unanimously approved the proposal made in the Agenda Item No. 4, and also the recommendation of Academic Council; and recommended the same to the Executive Council.</p> <p>Finance Committee further empathized that all appointments of to these Centers shall be made <i>as per</i> the applicable Rules adopted by the University, and approved by Executive Council.</p>

	The Vice Chancellor informed the members that appointments in these Centers will be made depending on financial stability of the University.	
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Item No. 5	To Consider the Creation of post of 02 Research Assistants.	
Agenda Note	Discussion	Decision
The Creation of post of 02 Research Assistants is required for smooth conduct of additional teaching and research works.	<p>Vice Chancellor placed the minutes of meeting of Academic Council wherein approval was given for sanction of post for Research Assistant.</p> <p>Finance Committee agreed with the view taken by Prof. Ranbir Singh that if there is no additional financial burden, the post of 'Research Assistant' may be referred as 'Research Associate'.</p>	<p>The Finance Committee unanimously approved the proposal and recommended it to Executive Council for sanctioning of post for Research Assistant as mentioned in the Agenda Item No. 5.</p> <p>The Finance Committee agreed that if there is no additional financial burden, the post of 'Research Assistant' may be referred as 'Research Associate', and Vice Chancellor is authorized to take decision in this regard.</p>

Item No. 6	To Consider the Creation of Administrative Posts.	
Agenda Note	Discussion	Decision
<p>Vice Chancellor read out the Agenda Item No. 6 wherein proposal was made to appoint various Administrative Staff. (List enclosed with Agenda).</p> <p>Finance Committee was further informed that this Item is scheduled to be placed before the Executive Council in its</p>	<p>Vice Chancellor explained that the number of existing administrative staff is much less than the required one for performing the routine functions of the University. Moreover, the University is in the process of expanding its academic and research activities. This requires additional administrative staff for effective execution thereof.</p> <p>Secretary Finance Government of Himachal Pradesh raised question about Nomenclature of these posts, pay scale and</p>	<p>The Finance Committee approved the proposal to appoint Administrative Staff and recommended the same to the Executive Council for sanctioning of Administrative posts.</p> <p>The Finance Committee agreed that appointments to Administrative Post as mentioned in Agenda Item No. 6 shall be made as per</p>

<p>meeting scheduled to be held on March 20, 2019.</p> <p>As such the proceedings will be placed before the Executive Council for approval in its meeting scheduled to be held on March 20, 2019.</p>	<p>financial implications. In this regard Vice Chancellor clarified that the nomenclature is adopted from existing National Law Universities, and the pay scale to these posts shall be as per the scale mentioned in the detailed budget already approved via Agenda Item no. 2.</p> <p>Other members of the Committee further cautioned that these appointments must be made <i>as per</i> the Rules applicable in Government of Himachal Pradesh. To this, the Vice Chancellor responded that it has to be <i>as per</i> the H.P. Rules and it will be so done.</p>	<p>the applicable Rules of Himachal Pradesh.</p> <p>The pay scale for all these administrative staff shall be as per H.P. Government norms.</p>
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Item No. 7 To Consider Constitution of Purchase Committee for Furnishing of Administrative Block, Academic Block and Hostels.		
Agenda Note	Discussion	Decision
<p>Following Committee is proposed:</p> <ol style="list-style-type: none"> 1. Prof. S.S. Jaswal, Registrar, HPNLU Shimla. 2. Dr. Girjesh Shukla, Associate Professor of Law, HPNLU Shimla. 3. Dr. Chandreshwari Minhas, Assistant Professor of Law, HPNLU, Shimla. 4. Mr. Pratap Chauhan, Superintendent, HPNLU, Shimla. 	<p>Vice Chancellor explained that the construction of Administrative Block of HPNLU is almost Complete and the Construction of Academic Block will be completed within two to three months. The process for construction of Girl's hostel is in the pipe line.</p> <p>For furnishing of these, on the spot purchases are required to be done.</p>	<p>The Finance Committee unanimously approved the proposal and recommended the same to Executive Council.</p> <p>The Finance Committee agreed that all purchases etc. shall be made <i>as per</i> the H.P. Government norms.</p>

Item No. 8 To Consider the filing up of leave vacancy caused due to the Extra Ordinary Leave Without Pay granted to Dr. Ruchi Gupta.		
Agenda Note	Discussion	Decision
Vice Chancellor has informed to the Academic Council that Dr. Ruchi Gupta has applied for	Vice Chancellor explained that the Academic Council	Finance Committee unanimously approved

Extra-ordinary Leave i.e. leave without payment due to certain severe medical condition faced by her husband and her mother. Since, she was not otherwise eligible for any other leave, she prayed for leave without pay, and the same was sympathetically considered, and allowed for a maximum period of one year in anticipation of meeting of EC schedule to be held on March 20, 2019.	had deliberated the issue of leave vacancy caused due to Extra Ordinary Leave without payment granted to Dr. Ruchi Gupta in its meeting dated March 19, 2019 and approved accordingly.	the recommendation of Academic Council regarding filling of leave vacancy, and recommended the same to Executive Council.
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Item No. 9 To Consider provision for imposition of User-Charges/Fine		
Agenda Note	Discussion	Decision
<p>Following provisions for 'User-Charges'/Fine are proposed-</p> <p>A. Late return of Books-</p> <p>(i) Rs. 01 Rs per day: For first 15 days from due date of return.</p> <p>(ii) Rs. 02 Rs per day after 15 days and up to 30 days from due date of return.</p> <p>(iii) When a student fails to return the book within 30 days from the due date of return of book or allegedly destroys/damages the book, the matter shall be reported to the Library Committee. Appropriate action against such student/s shall be taken by the Vice Chancellor on the recommendation of the Library Committee.</p> <p>B. Re-issuing of identity card/duplicate Identity card- Rs. 100.</p>	<p>Vice Chancellor explained the compelling reasons against having these User's Charges.</p> <p>It is brought to the notice of the members of Finance Committee that even after repeated request, Government of Himachal Pradesh has not sanctioned any budgetary head for the HPNLU, Shimla. This resulted into severe financial constraint over the University.</p>	<p>The Finance Committee unanimously approved the proposal.</p>

Item No. 10 To Consider the Adoption of UGC Notification on Refund of Fees and Non-retention of Original Certificates, October, 2018.		
Agenda Note	Discussion	Decision
<p>Vice Chancellor read out the proposal mentioned against Agenda Item No. 10 whereby it is proposed that UGC Notification on Refund of Fees and Non-retention of Original Certificates, October, 2018 may be adopted.</p>	<p>Vice Chancellor informed that the Academic Council in its 3rd Meeting dated March 19, 2019 has approved this Agenda Item.</p>	<p>Member of the Finance Committee unanimously approved the proposal after detailed deliberations</p>

<p>It is further submitted Vice Chancellor that the last date of Admission in HPNLU Shall be August 31st of each Academic Session. However, in case of arising of any vacancy, the Vice Chancellor may, keeping in view special circumstances, allow filling up of such vacancy in order of merit.</p> <p>As such the proceedings will be placed before the Executive Council for approval in its meeting scheduled to be held on March 20, 2019.</p>	<p>Vice Chancellor further informed the Finance Committee that due to existing rules University is facing many litigations, and adopting of UGC Rule would be necessary compliance to the UGC Rules.</p> <p>It is further informed to the members of Finance Committee that the Academic Council in its 3rd Meeting has recommended to adopt UGC Notification on Refund of Fees and Non-retention of Original Certificates, October, 2018.</p>	<p>and financial implications.</p>
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Item No. 11	To Consider the Appointment of Chartered Accountant for a Period of One Year.
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Agenda Note	Discussion	Decision
<p>The Appointment of Chartered Accountant is required for the purposes of Internal Audit as well as for providing other Professional Services.</p>	<p>Vice Chancellor explained that the duty of the Chartered Account would be to ensure necessary audit.</p>	<p>The Finance Committee unanimously approved the proposal.</p> <p>Finance Committee further suggested that the terms of reference and payment etc. shall be <i>as per</i> the H.P. Government norms.</p>

Item No. 12	To Consider the Private Use of University Vehicle by Vice Chancellor, Registrar and other Employee of the University.
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Agenda Note	Discussion	Decision
<p>The Following User's Charges are proposed: -</p> <p>1. Use of Office Car by VC and Registrar</p> <p>(a) Official Use- Free</p> <p>(b) Private Use-</p> <p>(i) Up to 400 KM- Free</p>	<p>It is explained by the Vice Chancellor that due to many urgencies private use of University Vehicle by Staff may be permitted as it will further the interest of the University. It is also explained that similar facilities are available at</p>	<p>The Finance Committee deferred the matter and recommended for placing the item after doing</p>

(ii) From 400 to 600 KM - Rs. 4 per KM (iii) Beyond 600 KM.- Rs. 6 per KM 2. Use of University Car/Bus/Vehicle by other officer/Employee (a) Official Use- Free (b) Private Use of (i) Vehicle (other than Bus)- Up to 400 KM- 6 per KM (ii) University Bus- Rs. 10 per KM	other Universities including the National Law Universities. Members of the Finance Committee deliberated the proposal and suggested that with respect to User's Charges, a detailed comparative analysis should be made, and only after proper verification thereof, the same may be adopted.	comparative analysis with the rules applicable to H.P. Government and other National Law Universities. .
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Item No. 13	To Consider the Rates of Honorarium/Remuneration/Sitting Charges payable to eminent legal fraternity who have rendered valuable service in the field of Legal Education and have retired from teaching or related professions or visiting professor, Distinguished Professors, Adjunct Professors of Law as it deemed proper and allow their remuneration/honorarium/pay as the case may be as given bellow-
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Agenda Note	Discussion	Decision
Vice chancellor proposed the following rate for 1. For One Day- Rs. 1500 per Lecture or maximum Rs 3000 per day plus TA/DA as per Rules 2. For One Week (Five Working Days)- Rs 15000/- plus TA/DA as per Rules. 3. For Two Weeks (10 Working Days)- Rs 30,000/- plus TA/DA as per Rules 4. For One Month (At least Twenty Working Days)- Rs 60,000/- plus TA/DA as per Rules 5. In all the above cases, University will provide free boarding, lodging and local transport. Note: The Teachers who are associated with teaching as guest faculty for the whole semester shall be paid as per existing rates under UGC Regulation.	Vice Chancellor explained that proposal under Agenda Item No. 13. is necessary for the purpose of various academic activities. It is further clarified that the rate mentioned for these activities are in the line of UGC Guideline.	The Finance Committee unanimously approved the proposal after due deliberation.

Item No. 14	To Consider the Rates of Sitting Fee Payable to Hon'ble Members for Attending the Meetings of Various Bodies.	
Agenda Note	Discussion	Decision
1. Rs. 3,000/- per meeting subject to maximum of Rs. 6,000/- per day irrespective	Vice Chancellor readout the proposal under Agenda Item No. 14, and narrated that the	After due consideration, the Finance Committee

of number of meetings plus TA/DA as per Rules.	the rate mentioned are in the line of UGC Guideline.	unanimously approved the proposal.
2. University will provide free boarding, lodging and local transport.		

Item No. 15	To Consider Authorizing the Vice Chancellor for Implementation of State Notification Regarding Financial Benefits including Dearness Allowance etc.	
Agenda Note	Discussion	Decision
Vice Chancellor read out the Agenda Item No. 15.	Vice Chancellor explained that necessary approval from the Finance Committee is required so that University may implement Government Notification with respect to Salary, D.A. and all other financial benefits in most time fashion.	Finance Committee approved the proposal unanimously.
Item No. 16	To Consider for <i>ex post facto</i> approval of modifications brought into the refund rules for Academic Session 2018-19.	
Agenda Note	Discussion	Decision
Vice Chancellor read out the Agenda Item No. 16.	Vice Chancellor explained the urgency of these modifying Rules into force during the admission for current academic session.	Finance Committee, after due deliberation, gave <i>ex post facto</i> approval to these rules unanimously.

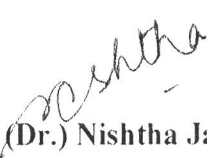

Spt. Secretary Finance

Prof. Ranbir Singh


LR cum Secretary Law


Sri Ramakant Sharma

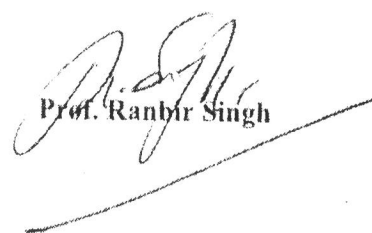

Prof. S.S. Jaswal


Prof. (Dr.) Nishtha Jaswal

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Secretary Finance


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