

# 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, the 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, South Guwahati Branch, Guwahati, Assam.

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

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

The National Law University and Judicial Academy, Assam () has been established by the Government of Assam by way of enactment of the National Law School and Judicial Academy, Assam Act, 2009 (Act No. XXV of 2009 - the Act was amended and the word 'School' has been substituted by the word 'University'). 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 objects 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, treatises, 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 are:

- (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 centers, 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 organisation 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 Statues, 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 the National Law School and Judicial Academy, Assam Act (Assam Act No. XXV of 2009) and National Law School and Judicial Academy, Assam (Amendment) Act, 2011 and different regulations framed under this Act from time to time which are regularly updated at <http://www.nluassam.ac.in>.

As per Section 4(1)(b)(ii) of the RTI Act, the following information have been provided.

The following are the officers of the Law University:

1. The Vice Chancellor of the Law University
2. The Registrar of the Law University
3. The Dy. Registrar (Finance) of the Law University

### **The Vice Chancellor of the Law University**

As per the Act 2009 (as amended) the Vice Chancellor of the 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 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) Is the competent authority to appoint the teachers, librarians, 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) Is the competent authority to take disciplinary action against the above officers in accordance with the procedure prescribed;
- (vi) Has all powers relating to the maintenance of proper discipline in the Law University;

### **The Registrar of the Law University**

As per the NLUJAA Act 2009 (as amended) the Registrar of the Law University:

- (i) Is the Ex-Officio Member-Secretary of all the authorities, committees and other bodies of the Law University and the Convener of all the meetings except those authorities, committees and other bodies where the Vice Chancellor is the Member-Secretary.
- (ii) Is 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;



- (iii) Has the power to appoint, in consultation with the Vice Chancellor of the Law University, the non-teaching staff including employees of last grade service and contingent staff in pursuance of the recommendations of the Selection Committee, appointed for that purpose, in the prescribed manner. He is the competent authority to take disciplinary action against such employees in accordance with such procedure as may be prescribed by the Regulations;
- (iv) Is required to comply with all directions and orders of the Executive Council and Vice Chancellor of the Law University;
- (v) Is the custodian of records, common seal and such other property of the Law University as the Executive Council shall commit to his charge.

The Registrar is also notified as the PIO of the under the RTI Act.

#### **Deputy Registrar (Finance)**

The Deputy Registrar (Finance) supervises and monitors the University Accounts and is an advisor for the Finances of the University.

### **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., the General Council, the Executive Council and the 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 School and Judicial Academy, Assam Act (Assam Act No. XXV of 2009) and National Law School and Judicial Academy, Assam (Amendment) Act, 2012.

**Web Link:** (i) <http://nluassam.ac.in/docs/688018d2-5a23-4619-847e30f583cf3688.pdf>  
(ii) <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**

They are as follows:

**5.1 The National Law School and Judicial Academy, Assam Act (Assam Act No. XXV of 2009)**

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

**5.2 The National Law School and Judicial Academy, Assam (Amendment) Act, 2011**

**Web Link:** <http://nluassam.ac.in/docs/688018d2-5a23-4619-847e30f583cf3688.pdf>

**5.3 The Regulations for Academic Courses**

**Web Link:** (i) <http://www.nluassam.ac.in/docs/079ab921-1dff-4b91-a6bd-142aabe53fb3.pdf>  
(ii) <http://nluassam.ac.in/feestruct.aspx>

**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 Admission Forms**

**6.2 Students' Files**

**6.3 Accounts Books**

**6.4 Stock Register**

#### **6.5 Examination Records**

#### **6.6 Employees' Files**

- 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 School 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**

As per Section 4(1)(b)(iii) of the RTI Act, the following information has been provided.

The National Law School and Judicial Academy Assam Act, 2009 (as amended) has constituted the following authorities of the University:

- (a) The General Council;
- (b) The Executive council
- (c) The Academic Council;
- (d) The Finance Committee; and

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

#### **THE GENERAL COUNCIL**

The General Council consists of the following members:-

1. Hon'ble Mr. Justice Abhay Manohar Sapre, Chief Justice, Gauhati High Court, Chancellor
2. Hon'ble Mr. Justice Biplab Kr. Sharma, Judge, Gauhati High Court
3. Hon'ble Mr. Justice K.N. Saikia, Former Judge, Supreme Court of India
4. Hon'ble Mr. Justice S.N. Phukan, Former Judge, Supreme Court of India
5. Hon'ble Dr. Justice M.K. Sharma, Former Judge, Supreme Court of India
6. Mr. Jitesh Khosla, IAS, Chief Secretary, Govt. of Assam
7. Hon'ble Mr. Justice A.C. Upadhyay, Director, Judicial Academy, Assam
8. Mr. A.K. Phookan, Advocate General of Assam
9. Dr. Mrinal Miri, Former Vice Chancellor, NEHU, Shillong
10. Mr. Manan Kumar Mishra, Chairman, Bar Council of India.
11. Professor Dr. Mihir Kumar Chaudhuri, Vice Chancellor, Tezpur University
12. Professor Dr. Gurjeet Singh, Vice Chancellor, NLUJAA
13. Dr. N.K. Chaudhury, Former Vice Chancellor, Gauhati University
14. Dr. D.N. Buragohain, Former Director, IIT Guwahati
15. Mr. H.S. Das, IAS, Additional Chief Secretary (Finance), Govt. of Assam
16. Mr. H.K. Sharma, IAS, Commissioner & Secretary, Dept. of Higher Education Govt. of Assam
17. Mr. H.K. Sarma, Legal Remembrancer & Secretary, Judicial Dept., Govt. of Assam
18. Mr. G.N. Sahewalla, Chairman, Bar Council of Assam etc.
19. Mr. K.J. Hilaly, ACS, Registrar, NLUJAA

#### ➤ **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 statutes 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;
- (iv) for every Meeting of the General Council, fifteen days' notice is given;
- (v) one third of the members existing on the rolls of the General Council forms the quorum;
- (vi) 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
- (vii) in case of difference of opinion among the members, the opinion of the majority prevails.

## THE EXECUTIVE COUNCIL

The Executive Council consists of the following members:-

1. Professor Dr. Gurjeet Singh, Vice Chancellor, NLUJAA, Chairman
2. Hon'ble Mr. Justice D.N. Chowdhury, Former Judge, Gauhati High Court
3. Mr. M. K. Bhattacharjee, Registrar General, Gauhati High Court
4. Mr. H.S. Das, IAS, Additional Chief Secretary, Finance Department, Govt. of Assam
5. Mr. R.K. Bora, IAS, Principal Secretary, Personnel Department, Govt. of Assam
6. Mr. Apurba Kr. Sharma, Chairman, Executive Committee, Bar Council of India
7. Mr. G.N. Sahewalla, Chairman, Bar Council of Assam etc.
8. Mr. H.K. Sarma, Legal Remembrancer and Secretary, Judicial Department, Govt. of Assam
9. Mr. H.K. Sharma, Commissioner and Secretary, Higher Education, Govt. of Assam
10. Mr. D.K. Mahanta, District and Sessions Judge, Kamrup
11. Mr. Kausar Jamil Hilaly, ACS, Registrar, NLUJAA
12. Dr. Benajir Chakka, Associate Professor of Law, NLUJAA
13. Mr. Thangzakhup Tombing, Assistant Professor of Law, NLUJAA
14. Ms. Preeti Priyam Sharma, Assistant Professor of Sociology, NLUJAA

### ➤ 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 Statutes 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.

#### **THE ACADEMIC COUNCIL**

The Academic Council I consists of the following members:-

1. Professor Dr. Gurjeet Singh, Vice Chancellor, Chairperson, NLUJAA
2. Hon'ble Mr. Justice H.N. Sarma, Former Judge, Gauhati High Court, Co-chairperson, NLUJAA
3. Mr. M.K. Bhattacharjee, Registrar General, Gauhati High Court
4. Professor Dr. Amarjyoti Choudhury, Pro Vice Chancellor, Tezpur University
5. Dr. Mukund Sharda, Principal, Bharati Vidyapeeth, Pune
6. Mr. Nilayananda Dutta, Senior Advocate, Gauhati High Court
7. Mr. D.K. Mishra, Senior Advocate, Gauhati High Court
8. Mr. Kausar Jamil Hilaly, ACS, Registrar, NLUJAA
9. Mr. Chinmoy Chowdhury, Advocate, Gauhati High Court



10. Mr. T. Tombing, Assistant Professor of Law, NLUJAA
11. Ms. Preeti Priyam Sharma, Assistant Professor of Sociology, NLUJAA

➤ **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.

#### **THE FINANCE COMMITTEE**

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

1. Professor Dr. Gurjeet Singh, Vice Chancellor, Chairperson, NLUJAA
2. Hon'ble Mr. Justice D.N. Chowdhury, Former Judge, Gauhati High Court
3. Mr. H.S. Das, Additional Chief Secretary, Finance Department, Govt. of Assam
4. Mr. M.K. Bhattacharjee, Registrar General, Gauhati High Court
5. Mr. Kausar Jamil Hilaly, Registrar, ACS, NLUJAA

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.

#### **THE ACADEMIC PLANNING BOARD**

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

- (i) Professor Dr. Gurjeet Singh, Vice-Chancellor, NLUJAA, Chairperson
- (ii) Professor Dr. Srikrishna Deva Rao, Professor of Law and Registrar, National Law University, Delhi
- (iii) Professor Dr. K. Elumalai, Director School of Law, Indira Gandhi National Open University, Delhi
- (iv) Professor Dr. Manoj Kumar Sinha, Professor of Law, National University of Juridical Sciences, Kolkata (Now Director of the Indian Law Institute (ILI) Delhi.)
- (v) Professor Dr. Nandana Dutta, Professor of English, Gauhati University, Guwahati

- (vi) Professor Dr. Priyam Goswami, Professor of History, Gauhati University, Guwahati
- (vii) Dr. Rattan Singh, Head, Department of Laws, Guru Nanak Dev University, Amritsar
- (viii) Professor Dr. S. Rajkhowa, Professor and Head, Faculty of Law, Gauhati University, Guwahati
- (ix) Professor Dr. S. Sivakumar, Professor of Law and Director (Officiating) Indian Law Institute, New Delhi
- (x) Professor Dr. V.C. Vivekanandan, Professor of Law, NALSAR University of Law, Hyderabad
- (xi) Professor Dr. V. Nagaraj, Professor of Law and Registrar, National Law School of India University, Bangalore

➤ **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 fulfillment 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 BOARD OF MANAGEMENT**

The management and administration of the Academy vests in the Board.

The Board consists of –

1. Hon'ble Mr. Justice Abhay Manohar Sapre, Chancellor of the Law University, Chairperson
2. Hon'ble Mr. Justice Hrishikesh Roy, Judge, Gauhati High Court, Guwahati

3. Hon'ble Mr. Justice A.K. Goswami, Judge, Gauhati High Court, Guwahati
4. Professor Dr. Gurjeet Singh, Vice Chancellor, NLUJAA
5. Mr. Jitesh Khosla, IAS, Chief Secretary, Govt. of Assam
6. Mr. H.S. Das, Additional Chief Secretary, Govt. of Assam, Finance Dept.
7. Mr. H.K. Sarma, Legal Remembrancer and Secretary, Judicial Dept., Govt. of Assam
8. Mr. M.K. Bhattacharjee, Registrar General, Gauhati High Court
9. Mr. D.K. Mahanta, District & Sessions Judge, Kamrup

➤ **Powers and Functions of the Board of Management are-**

- (a) to exercise supervision and control over affairs of the Academy;
- (b) to lay down the policy and program for training and approve courses of the Academy;
- (c) to evaluate or cause to be evaluated the performance of the Academy;
- (d) to approve the annual budget and revised budget estimates of the Academy;
- (e) to cause proper books of accounts to be maintained for all sums of money received and expenditures incurred by the Academy and arrange for the audit of accounts;
- (f) to determine the terms and conditions of service of the Director of the Academy and staff of the Academy;
- (g) to create, abolish or upgrade a post;
- (h) to appoint an officer up to clerical grade; and
- (i) to prescribe qualifications, conditions of service and other matters relating to faculty, officers and staff.

The Board can,-

- (a) purchase, acquire, hire, dispose of or construct any property for the Academy;
- (b) hold, control and administer the property of the Academy;

- (c) receive grants-in-aid and donations from the Central Government, the Government or any other organization, person or agency;
- (d) regulate, determine and administer all matters concerning the Academy;
- (e) appoint advisors, consultants and experts for assistance;
- (f) appoint or hire permanent or visiting faculty;
- (g) assign a specific power to a person or organization; and
- (h) exercise any other power ancillary to the aims and objects of the Academy;

The Board may delegate all or any of its powers or functions to the Chairperson, a member or a committee of members.

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

#### **9. A Directory of its officers and employees**

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

Officers of the University	<a href="http://nluassam.ac.in/showpage1.aspx">http://nluassam.ac.in/showpage1.aspx</a>
Faculty members of the University	<a href="http://nluassam.ac.in/faculty.aspx">http://nluassam.ac.in/faculty.aspx</a>
Employees of the University	<a href="http://nluassam.ac.in/staff.aspx">http://nluassam.ac.in/staff.aspx</a>

#### **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**

<b>SL. NO.</b>	<b>NAME OF THE INCUMBENT</b>	<b>DESIGNATION</b>	<b>SCALE OF PAY</b>
1.	Professor Dr. Gurjeet Singh	Vice-Chancellor	Rs. 75,000/- (Fixed) under H.A.G

2.	Kausar Jamil Hilaly, ACS	Registrar	PB – 4 (Rs. 37,400 – Rs. 67,000) G.P.- Rs. 10,000/-
3.	Navajyoti Gogoi, AFS	Dy. Registrar (Finance)	PB – 4 (Rs. 37,400 – Rs. 67,000) G.P.- Rs. 8,700/-
4.	Gautam Kumar Medhi	Administrative Officer	Rs. 30,000/- (Consolidated)
5.	Dr. Banerji Chakka	Associate Professor	Rs. 70,000/- (Consolidated)
6.	Dr. Silla Ramsundar	Associate Professor	Rs. 80,000/- (Consolidated)
7.	Preeti Priyam Sharma	Assistant Professor	Rs. 41,000/- (Consolidated)
8.	Thangzakhup Tombing	Assistant Professor	Rs. 41,000/- (Consolidated)
9.	Aparajita Dutta Hazarika	Assistant Professor	Rs. 40,000/- (Consolidated)
10.	Diptimoni Boruah	Assistant Professor	Rs. 40,000/- (Consolidated)
11.	Nayan Jyoti Pathak	Assistant Professor	Rs. 40,000/- (Consolidated)
12.	Swapna Manindra Nath Deka	Assistant Professor	Rs. 30,000/- (Consolidated)
13.	Thajamanbi Yumkham	Assistant Professor	Rs. 40,000/- (Consolidated)
14.	Barsha Kalita	Assistant Professor	Rs. 40,000/- (Consolidated)
15.	Namrata Gogoi	Assistant Professor	Rs. 40,000/- (Consolidated)
16.	Kankana Baishya	Assistant Librarian	Rs. 30,000/- (Consolidated)

17.	Jyotiprasad Baishya	System Administrator	Rs. 25,650/- (Consolidated)
18.	Hema Kanta Chetia	Male Hostel Warden	Rs. 25,000/- (Consolidated)
19.		System Operator	Rs. 15,000/- (Consolidated)
20.	Jyotirekha Bhattacharyya	Library Assistant	Rs. 15,000/- (Consolidated)
21.	Pallab Kumar Goswami	Library Assistant	Rs. 15,000/- (Consolidated)
22.	Sanjay Kumar Deka	Senior Administrative Assistant	Rs. 13,000/- (Consolidated)
23.	Sarat Chandra Sarma	Accounts Assistant	Rs. 11,250/- (Consolidated)
24.	Anjumani Deka Singha	Junior Administrative Assistant	Rs. 11,250/- (Consolidated)
25.	Bijan Kumar Sarma	Junior Administrative Assistant	Rs. 11,250/- (Consolidated)
26.	Dipsikha Das	Junior Administrative Assistant	Rs. 11,250/- (Consolidated)
27.	Khanin Barman	Junior Administrative Assistant	Rs. 11,250/- (Consolidated)
28.	Mukut Deka	Junior Administrative Assistant	Rs. 11,250/- (Consolidated)
29.	Nisha Rani Das	Junior Administrative Assistant	Rs. 11,250/- (Consolidated)
30.	Pankaj Jyoti Bhorali	Junior Administrative Assistant	Rs. 11,250/- (Consolidated)
31.	Rajiv Sonar	Receptionist	Rs. 11,250/- (Consolidated)
32.	Jayanta Das	Library Restorer	Rs. 10,800/- (Consolidated)
33.	Britanjoy Basumatary	Library Restorer	Rs. 10,800/- (Consolidated)



34.	Manindra Nath	Driver cum Office Attendant	Rs. 10,350/- (Consolidated)
35.	Uday Chandra Barua	Driver cum Office Attendant	Rs. 10,350/- (Consolidated)
36.	Bishnu Sonar	Driver cum Office Attendant	Rs. 10,350/- (Consolidated)
37.	Shafiquz Zaman Ahmed	Cook cum Care Taker	Rs. 9,500/- (Consolidated)
38.	Gauri Kanta Das	Peon (Grade IV)	Rs. 9,000/- (Consolidated)
39.	Pankaj Saikia	Peon (Grade IV)	Rs. 9,000/- (Consolidated)
40.	Bhaskar Jyoti Kalita	Peon (Grade IV)	Rs. 9,000/- (Consolidated)

**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 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**

No such subsidy is provided to the university.

**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 the 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 person is notified as public authority under the Right to Information Act, 2005:

Public Information Officer: Mr. Kausar Jamil Hilaly, ACS  
The Registrar, NLUJA, Assam  
Contact no. 080110-24050  
Email: [registrar@nluassm.ac.in](mailto:registrar@nluassm.ac.in)

First Appellate Authority: Professor Dr. Gurjeet Singh  
The Vice Chancellor, Assam  
Email: [vc@nluassam.ac.in](mailto:vc@nluassam.ac.in)

**16.1** Public Information Officer: The Registrar, , Guwahati  
Email: [registrar@nluassam.ac.in](mailto:registrar@nluassam.ac.in)  
Phone No: 0361-2738891

**Postal Address: National Law University and Judicial Academy, Assam  
NEJOTI Building, Bholanath Mandir Path, B.K. Kakati Road,  
Opposite State Bank of India (South Guwahati Branch),  
Near Police Headquarters, Ulubari, Guwahati - 781 006**