



NALSAR University of Law, Hyderabad

(University established by Act 34 of 1998)

'Justice City', Shameerpet,

Medchal District, Hyderabad - 500101, Telangana, India.

Procedure followed in decision-making process, including channels of supervision and accountability

[Section 4(1)(b)(iii)]

AUTHORITIES OF THE UNIVERSITY

Authorities of the University:- The following shall be the authorities of the University:

- (i) the General Council;
- (ii) the Executive Council;
- (iii) the Academic Council;
- (iv) the Finance Committee;
- (iv-a) the Planning Board; and
- (v) such other authorities as may from time to time be declared as such by the Statutes

General Council and its terms of Office:-

(1) The General Council shall consist of the following persons:

- (a) Chancellor;
- (b) Former Presidents or Chancellors on invitation of the Chancellor;
- (c) Vice- Chancellor;
- (d) Attorney General of India;
- (e) A nominee of the Chairman of the Bar Council of India from amongst the members of the Bar Council of India;
- (f) Advocate General of Telangana;
- (g) Chairman, Bar Council of Telangana;
- (h) Two pre-eminent persons in the disciplines of Social Sciences and Humanities nominated by the Chancellor;
- (i) two persons from amongst sitting or retired judges of High Court for the State of Telangana, nominated by the Chancellor;
- (j) two persons from amongst the Board of Governors of the society nominated by the Chancellor;
- (k) two pre-eminent persons in legal or educational field, nominated by the Chancellor;
- (l) five members nominated by the Government of Telangana among whom, one shall be the Chief Secretary, one shall be the Principal Secretary of the Finance and Planning (Fin. Wing) Department and one shall be the Law Secretary and remaining two from amongst distinguished academicians or administrators connected with law and allied disciplines;
- (m) the Registrar; and
- (n) all the Professors who are the Heads of Departments in the University.



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- (2) (i) where a person has become a member of the General Council by reason of the office or appointment he holds, his membership shall terminate when he ceases to hold that office or appointment;
- (ii) The term of office of the nominated members of the General Council other than the ex-officio members shall be three years;
- (iii) A member of the General Council shall cease to be a member if he resigns or becomes of unsound mind, or becomes insolvent or is convicted of a criminal offence involving moral turpitude. A member, other than the Director, Registrar or Professor, shall also cease to be member if he accepts a full time appointment in the University; or if he not being an Ex-Officio member fails to attend three consecutive meetings of the General Council without the leave of the Chancellor;
- (iv) A member of the General Council other than an ex-officio member may resign his office by a letter addressed to the Chancellor and such resignation shall take effect as soon as it has been accepted by him; and
- (v) Any vacancy in the General Council shall be filled by nomination by the respective nominating authority and on expiry of the period of the vacancy, such nomination shall cease to be effective.

Powers, functions and meetings of the General Council:-

- (1) The General Council shall be the plenary authority of the University and shall formulate and review from time to time the broad policies and, programmes of the University and devise measures for the improvement and development of the University and shall also have 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 University including prescribing the procedures to be followed by the authorities and the officers of the University in the discharge of their functions; and
- (2) (i) the General Council shall meet at least once in a year and annual meeting of the General Council shall be held on a date to be fixed by the Vice-Chancellor in consultation with the Chancellor.
- (ii) a report of the working of the University during the previous year, together with a statement of receipts and expenditure, the balance sheet as audited, and the financial estimates shall be presented by the Vice-Chancellor to the General Council at its annual meetings;



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- (iii) meeting of the General Council shall be called by (the Chancellor or by the Vice-Chancellor either on his own or at the request of not less than ten members of the General Council;
- (iv) for every meeting of the General Council, 15 days' notice shall be given;
- (v) one-third of the members existing on the rolls of the General Council shall form the quorum;
- (vi) each member shall have 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 shall, in addition, have a casting vote; and

Executive Council:-

- (1) The Executive Council shall consist of the following persons; namely:-
 - (a) the Vice-Chancellor of the University;
 - (b) A nominee of the Chairman of the Bar Council of India, from amongst its members;
 - (c) The Chairman, Bar Council of the State of Telangana;
 - (d) one member of the Board of Governors of the Society nominated by the Chancellor
 - (e) Principal Secretary, Finance and Planning (Finance Wing) Department, Government of Telangana;
 - (f) Secretary, Law Department, Government of Telangana, to be nominated by the Government of Telangana;
 - (g) Secretary, Higher Education, Education Department Government of Telangana;
 - (h) The Registrar of the University; and
 - (i) Three teachers to be nominated by the Vice-Chancellor of whom, one shall be amongst Heads of the Departments, one from Professors and one from Associate Professors by rotation for a period of one year.
- (2) the Vice-Chancellor shall be the Chairman of the Executive Council.
- (3) (i) where a person has become a member of the Executive Council by reason of the office or appointment he holds, his membership shall terminate when he ceases to hold that office or appointment;
- (ii) the term of office of the nominated members of the Executive Council other than ex-officio members shall be three years;
- (iii) a member of the Executive Council shall cease to be member, if he resigns or becomes of unsound mind or becomes insolvent or is convicted of a criminal offence involving moral turpitude. A member other than the Vice-Chancellor or Registrar or teachers shall also cease to be a member if he accepts a full time



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- appointment in the University; or if he being a teacher fails to attend three consecutive meetings of the Executive Council without the leave of the Vice-Chancellor;
- (iv) a member of the Executive Council other than ex-officio members may resign his office by a letter addressed to the Vice-Chancellor and such resignation shall take effect as soon as it has been accepted by him;
- (v) any vacancy in the Executive Council shall be filled by nomination by the respective nominating authority and on expiry of the period of vacancy, such nomination shall cease to be effective.

Powers, Functions and Meetings of the Executive Council:-

- (1) The Executive Council shall be the Chief Executive Authority of the University; and as such shall have all powers necessary to administer the University subject to the provisions of this Act and the Statutes made thereunder; and may make Regulations for that purpose and also with respect to matter provided hereunder.
- (2) The Executive Council shall have the following powers and functions:
- (i) to recommend the names of three persons to the Chancellor for appointment as Registrar of the University on the recommendations of the Selection Committee constituted for the purpose by it which is headed by the Vice-Chancellor
- (ii) to prepare and present to the General Council at its annual meetings:
- (a) a report on the working of the University;
- (b) a statement of accounts; and
- (c) budget proposals for the ensuing academic year.
- (iii) to manage and regulate the finances, accounts, investments, properties, business and all other administrative affairs of the University and for that purpose, constitute committees and delegate the powers to such committees or such officers of the University as it may deem fit;
- (iv) to invest any money belonging to the 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 investment from time to time;
- (v) to transfer or accept transfers of any movable or immovable property on behalf of the University;
- (vi) to enter into, vary, carry out and cancel contracts on behalf of the University and for that purpose to appoint such officers as it may think fit;
- (vii) to provide the buildings, premises, furniture and apparatus and other means needed for carrying on the work of the University;



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- (viii) to entertain, adjudicate upon, and if it thinks fit, to redress any grievances of the officers, the teachers, the students and the employees of the University;
 - (ix) 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;
 - (x) 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;
 - (xi) to select common seal for the University; and
 - (xii) to exercise such other powers and to perform such other duties as may be considered necessary; or imposed on it by or under this Act.
- (3) (i) the Executive Council shall meet at least once in four months and not less than fifteen days notice shall be given of such meeting;
- (ii) the meeting of the Executive Council shall be called by the Registrar under instructions of the Vice-Chancellor or at the request of not less than five members of the Executive Council;
 - (iii) six members of the Executive Council shall form the quorum at any meeting;
 - (iv) In case of differences of opinion among the members, the opinion of the majority shall prevail;
 - (v) Each member of the Executive Council shall have one vote and if there be equality of votes on any question to be determined by the Executive Council, the Chairman of the Executive Council or as the case may be, the Member presiding over that meeting shall, in addition, have a casting vote;
 - (vi) Every meeting of the Executive Council shall be presided over by the Vice-Chancellor in his absence by a member chosen by the members present;
 - (vii) If urgent action by the Executive Council becomes necessary, the Vice-Chancellor may permit the business to be transacted by circulation of papers to the members of the Executive Council. The action so proposed to be taken shall not be taken unless agreed to by a majority of members of the Executive Council. The action so taken shall be forthwith intimated to all the members of the Executive Council. In case the authority concerned, fails to take decision, the matter shall be referred to the Chancellor whose decision shall be final.

The papers shall be placed before the next meeting of the Executive Council for confirmation.



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Academic Council:-

- (1) The Academic Council shall consist of the following persons, namely:
 - (a) the Vice-Chancellor who shall be the Chairman thereof;
 - (b) one judge from the High Court for the State of Telangana either sitting or retired nominated by the Chancellor;
 - (c) the Registrar;
 - (d) three persons from amongst educationists of repute or men of letters or members of the learned professions or eminent public men, who are not in the service of the University, nominated by the Chancellor;
 - (e) an eminent educationist nominated by the Government of Telangana;
 - (f) a nominee of the Bar Council of India;
 - (g) a nominee of the Bar Council of Telangana;
 - (h) all the Heads of the Departments;
 - (i) all professors other than the Heads of the Departments; and
 - (j) two members of the teaching staff, one each respectively representing the associate and assistant professors of the University nominated by the Vice-Chancellor for the term specified;

Provided that an employee of the University shall not be eligible for nomination under category (d).

- (2) The term of the members other than *ex-officio* members and those whose term is specified by clause (j) of subsection (1) shall be three years:

Provided that the term of the first Academic Council shall be five years.

Powers, functions and meetings of the Academic Council:-

- (1) Subject to the provisions of the Act, Statutes and Regulations and overall supervision of the Executive Council, the Academic Council shall manage the academic affairs and matters in the 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 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 subject and also to report to the Executive Council as to expediency of the abolition or sub-division of any faculty or the combination of one faculty with another;



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- (iv) to recommend arrangements for the instruction and examination of persons other than those enrolled in the University;
 - (v) to promote research within the 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 University;
 - (viii) to recommend recognize diplomas and degrees of other Universities and institutions and to determine their equivalence in relation to the certificates, diplomas and degrees of the University;
 - (ix) 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;
 - (x) 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;
 - (xi) to recommend arrangements for the conduct of examinations and the dates for holding them;
 - (xii) to declare or review the result 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, licences, titles and marks of honour;
 - (xiii) 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;
 - (xiv) to approve or revise lists of prescribed or recommended text books and to publish the same and syllabus at the prescribed courses of study;
 - (xv) to approve such forms and registers as are, from time to time, required by the Regulations; and
 - (xvi) to perform, in relation to academic matters, all such duties and to do all such acts as may be necessary for the proper carrying out of the provisions of this Act and the Regulations made thereunder.
- (2) (i) The Academic Council shall meet as often as may be necessary, but not less than two times during an academic year;
- (ii) one half of the existing members of the Academic Council shall form the quorum for a meeting of the Academic Council;
 - (iii) in case of difference of opinion among the members, the opinion of the majority shall prevail;
 - (iv) each member of the Academic Council, including the Chairman of the Academic Council, have one vote and if there be an equality of votes on any question to be determined by the Academic Council, the Chairman of the Academic Council, or as the case may be, the member presiding over the meetings, shall in addition, have a casting vote;



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- (v) every meeting of the Academic Council shall be presided over by the Vice-Chancellor and in his absence by a member chosen in the meeting to preside on the occasion;
- (vi) if urgent action by the Academic Council becomes necessary, the Chairman of the Academic Council may permit the business to be transacted by circulation of papers to the members of the Academic Council. The action proposed to be taken shall not be taken unless agreed to, by a majority of the members of the Academic Council. The action so taken shall forthwith be intimated to all the members of the Academic Council. The papers shall be placed before the next meeting of the Academic Council for confirmation.

Finance Committee:-

- (1) There shall be a Finance Committee constituted by the Executive Council consisting of the following:
 - (a) the Vice-Chancellor;
 - (b) the Registrar; and
 - (c) three members nominated by the Executive Council from amongst its members out of whom at least one shall be from those nominated by the Chancellor and one from among them nominated by the Government of Telangana.
- (2) The members of the Finance Committee other than the Vice-Chancellor and Registrar, shall hold office so long as they continue as members of the Executive Council.
- (3) The functions and duties of the Finance Committee shall be as follows:-
 - (a) to examine and scrutinize the annual budget of the University and to make recommendations on financial matters to the Executive Council;
 - (b) to consider all proposals for new expenditure and to make recommendations to the Executive Council;
 - (c) to consider the periodical statement of accounts and to review the finances of the University from time to time and to consider re-appropriation statements and audit reports and to make recommendations to the Executive Council;
 - (d) to give its views and to make recommendations to the Executive Council on any financial question affecting the University either on its own initiative or on reference from the Executive Council or the Vice-Chancellor;
- (4) The Finance Committee shall meet at least thrice in every year. Three members of the Finance Committee shall form the quorum.
- (5) The Vice-Chancellor shall preside over the meetings of the Finance Committee, and in his absence, the Registrar shall preside. In case of



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difference of opinion among the members, the opinion of the majority of the members present shall prevail.

15A. Planning Board:-

The Planning Board shall comprise of the following persons:

- (1) The Chancellor;
- (2) The Vice-Chancellor;
- (3) The founder President or in his absence a nominee of the Chancellor;
- (4) The founder Director or in his absence a nominee of the Chancellor;
- (5) The Registrar or in his absence the Deputy Registrar;
- (6) The senior most Male Teacher; and
- (7) The senior most Female Teacher.



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The Vice-Chancellor:

The Vice-Chancellor shall;

- (i) ensure 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) convene 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) preside over the meetings of the General Council in the absence of the Chancellor;
- (iv) be 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) be the competent authority to take disciplinary action against the above officers in accordance with the procedure prescribed;
- (vi) have all powers relating to the maintenance of proper discipline in the University;
- (vii) if, in the opinion of the Vice-Chancellor, any emergency has arisen which requires immediate action be taken, he shall take such action as he may deem fit and shall report the same for confirmation in the next meeting of the authority which in the ordinary course would have dealt with the matter.

The Registrar

- (i) The Registrar 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. He shall note and maintain the minutes of meetings;
- (ii) The Registrar shall be the principal adjutant of the Vice-Chancellor in all matters pertaining to the administration of the University. The Executive Council may entrust to him special responsibilities and powers;
- (iii) The Registrar on the recommendations of the relevant Selection Committee constituted for the purpose in the prescribed manner and as approved by the Vice-Chancellor shall have the power to appoint the non-teaching staff including employees of last grade service and contingent staff. He shall be competent authority to take disciplinary action against such employees in accordance with such procedure as may be prescribed;
- (iv) The Registrar shall comply with all directions and orders of the Executive Council and Vice-Chancellor
- (v) The Registrar shall be the custodian of records, common seal and such other property of the University as the Executive Council shall commit to his charge.