

NALSAR University of Law

Course Evaluation Form

January-April, 2016

- Do not write your Name or Roll No.
- Give marks as mentioned below:

Grading:	Outstanding (5), Satisfactory (2),	Excellent (4), Poor (1)	Moderately Effective (3)
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Note: The questionnaire is aimed at giving students the chance to comment anonymously about a particular course and the way it was taught. Using the rating scale below, students shall mark the one response for each statement that is closest to their view. Students can use the blank sheet at the end to make comments not covered by the questions.

As students respond to each statement, they are asked to think about each practice as it contributed to their learning of the course evaluated.

I Year II Semester (Section – A)

- 2.1 Law of Contracts-I - SR
- 2.2 Criminal Law – I - KVK
- 2.3 Family Law-I - AV
- 2.4 Economics - SPM
- 2.5 Sociology - TK

A: Course Organization and planning	SR	KVK	AV	SPM	TK
1. The instructor's explanation of course requirements					
2. Instruction on curricula adopted for the course					
3. Development of appropriate strategies to achieve course objectives					
4. The instructor's preparation for each class					
5. The instructor's use of class time					
6. The instructor's command of the subject matter					
7. The choice of study materials to fulfill course objectives					



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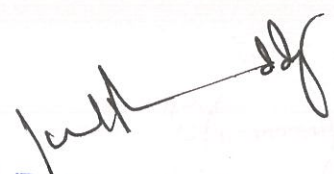
B: Communication	SR	KVK	AV	SPM	TK
8. The instructor's ability to make clear and understandable presentations / lectures					
9. The instructor's command of spoken English					
10. The instructor's use of challenging questions or problems					
11. The instructor's enthusiasm for the course					
12. The instructor's way of summarizing or emphasizing					

C: Faculty/Student Interaction	SR	KVK	AV	SPM	TK
13. The instructor's helpfulness and responsiveness to students					
14. The availability of extra help for this class (taking into account of class size)					
15. The instructor's willingness to listen to student questions and opinions					
16. Treatment of students in a fair and equitable manner					

D: Assignments, Exams and Grading	SR	KVK	AV	SPM	TK
17. The information given to students about how they would be graded.					
18. The clarity of exam questions					
19. Exams coverage of important aspects of the course					
20. Exam's coverage of material and topics that were discussed in the class.					
21. Instructor's comments on assignments and exams					
22. The helpfulness of assignments in understanding course material					
23. The fairness of evaluation					



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For the next section, use the rating scale below. Mark the one response for each statement that is closest to your view.

Much more than most courses (5),
About the same as other courses (3),
Much less than most courses (0)

More than most courses (4),
Less than most courses (2),

E: Course Outcomes	SR	KVK	AV	SPM	TK
24. My learning increased in this course					
25. I made progress toward achieving course objectives					
26. My interest in the subject area has increased					
27. This course helped me to think independently about the subject matter					
28. This course actively involved me in what I was learning.					


PLEASE TICK THE MOST APPROPRIATE OPTION

29. For me, the pace at which the instructor covered the material during the term was:	SR	KVK	AV	SPM	TK
• Very slow					
• Somewhat slow					
• Just about right					
• Somewhat fast					
• Very fast					

30. Give advice, would you take another course from this teacher (Mark Yes / No)					
--	--	--	--	--	--

Note : The blank sheet enclosed with this form may be used for writing additional comments and observations.




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PERFORMANCE APPRAISAL REPORT OF NON-TEACHING STAFF FOR THE PERIOD FROM JANUARY 01, 2022 TO DECEMBER 31, 2022

PART I

Personal Data of Employee

1	Name of the Employee	
2	Employee Id. No	
3	Department	
4	Designation	
5	Date of Joining	
6	Period for which the employee is working in the Department	

PART II

The Reporting Officer is required to assess the overall performance of the employees in all the aspects given below. The marks should be awarded between **0 TO 10**. Zero is the lower and 10 is the Higher value score (Tick (✓) whichever is applicable).

Sl. No	Description of Performance Measurements	Employees Performance Measurements Score Card										
		0	1	2	3	4	5	6	7	8	9	10
1.	Punctuality											
2.	Initiative (Self Driven) -To take up the works on their own, without reminders.											
3.	Job Knowledge, Competency & efficiency.											
4.	Co-ordination with other Staff (Team Work)											
5.	Proper Maintenance of Records (Filing of documents etc.)											
6.	Job Responsibility / Commitment towards job											
7.	Flexibility – Open for learning the new things , working beyond the office timings and also on holidays whenever required.											
8.	Multi-Tasking (Acceptance of different kinds of works depending on the need)											
9.	Behavior with staff & students											
10.	Institutional Commitment											

Note : The total score may be calculated out of 10 (Ten).

(Sum of the Total score / 10) = _____



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PART III

Remarks of the Reporting Officer:

1.	Details of Memos / Disciplinary actions / Misbehavior observed during the period of assessment.					
2.	Depending on the seriousness of the observation made in (1) above, the Reporting Officer is requested to mention the negative marks from (-0 TO -10), where -Zero is for less serious issue and -Ten is for more serious issue. The said score will be reduced from the score obtained in PART - II .					
	a. No need to reduce scores as the above observation is not a serious issue;					
	OR					
	b. Marks to be deducted for the observation made in (1) above ;	-1	-2	-3	-4	-5
		-6	-7	-8	-9	-10

Note : Tick (✓) Whichever is applicable.

PART IV : Brief Assessment of overall performance of the employee along with remarks:

Total score of the employee: _____

(Score in PART II - Score in PART III) =

_____ out of 10



Signature of Reporting Officer.....

Name in Block letters.....

Date:.....

Designation -----

[Handwritten Signature]



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Personal Data of Employee

1	Name of the Employee	
2	Employee Id. No	
3	Department	
4	Designation	
5	Date of Joining	
6	Period for which the employee is working in the Department	

PART V :

Remarks by the Reviewing Officer

1.	Whether you accept the score given by the Reporting Officer YES / NO	
2.	If no, How much score you think the employee deserve out of 10 after reducing the score for disciplinary issue as indicated in part III; (0 is Low and 10 is High)	
3.	Remarks for the change in the score	
4.	Whether employee deserve any appreciation, promotion or additional increments	
5.	Do you think the employee should be warned / transferred / liable for any other kind of punishments for his / her low performance and / or Misbehavior etc... during this assessment period:	
6.	Do you think that the employee may be suitable for other places (Not as a disciplinary action but otherwise, depending on the capability for internal transfer)? If so, to which department you recommend;	

Signature of Reviewing Officer.....

Name in Block letters.....

Date:.....

Designation.....



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NALSAR University of Law Hyderabad

EXTRACT FROM NALSAR FINANCIAL REGULATIONS

X/Reg/6

¹{Loans and Advances to Staff members

- (i) The non-teaching staff members upto the cadre of Superintendent are entitled for a Festival Advance up to Rs.15,000/- per annum. The advance amount shall be recovered from the salaries of the employees in equal installments;
- (ii) The Vice-Chancellor is authorized to sanction an advance amount as indicated below to the following categories of employees for the purposes of Education, Medical or other purposes at the interest rates indicated below and the advance amount shall be deducted from the salaries of the employees as per the following schedule:

² { Particulars	Faculty		University Administrative Service		University Management Service	
	(A) Regular	(B) Contractual with pay scale or Consolidated pay	(C) With Pay Scale	(D) With Consolidated pay	(E) With Pay Scale	(F) With Consolidated Pay
Maximum amount of Loan / Advance	Rs. 2 Lakhs	Rs.2 Lakhs*	Rs. 2 Lakhs	Rs. 2 Lakhs*	Rs. 2 Lakhs	Rs. 1 Lakh *
Tenure for repayment	Principal amount in first 16 months + Interest in last 2 Months	Principal amount in first 10 months + Interest in last 2 Months	Principal amount in first 16 months + Interest in last 2 Months	Principal amount in first 10 months + Interest in last 2 Months	Principal amount in first 30 months + Interest in last 6 Months	Principal amount in first 10 months + Interest in last 2 Months}
*Note : The Staff members at (B), (D) and (F) will be eligible for sanction of advance amount as indicated above only after completion of one year service at NALSAR.						

³{Provided that the Vice-Chancellor may sanction a loan amount up to Six Lakhs with applicable interest on medical grounds on the request received from a staff member. The Vice-Chancellor may consider the request on case to case basis and decide the amount depending on the medical emergency and repayment capacity of the staff member provided the staff member has

¹ X/Reg/6 was amended by the Executive Council on 28-03-2020 and sub clauses (i) to (iv) were inserted.

² X/Reg/6(ii) schedule was amended by the Executive Council on 23-03-2021

³ X/Reg/6(ii) Proviso was inserted by the Executive Council on 05-07-2022



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a valid Medical Insurance Policy at the time of application and exhausted the same.}

(iii) ⁴{**Advance for purchase or construction of house / purchase of plot / purchase of car / alteration or modifications or renovation of house:**

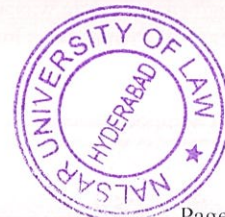
The regular faculty members and the non-teaching staff members drawing pay scales who have completed a minimum of three year service after the scale will be eligible for sanction of loan / advance amount up to a maximum of Rs. 12 Lakhs and Rs. 8 Lakhs respectively, in case of Purchase or Construction of House. In case of purchase of plot / purchase of car / alteration or modifications or renovation of house, the said amount may be restricted to Rs. 10 Lakhs and Rs. 5 Lakhs respectively, subject to the following conditions:}

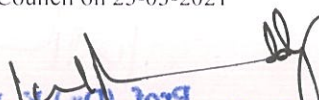
- a) The staff members should submit a copy of purchase agreement along with a request for sanction of advance amount.
- b) The said property or car should be in the name of the staff member or his / her spouse.
- c) The said advance will be sanctioned only for the purchases made after approval of this Regulation.
- d) The staff members should submit copy of the registration documents after completion of the process to the Accounts Department for record.
- e) The rate of interest will be 8.5% or as applicable to the State Government employees in case of Non-Teaching staff with pay scales and as applicable to the Central Government in case of Faculty members drawing UGC pay scales.
- f) The advance amount shall be deducted from the salaries of the employees in equal installments within a period as indicated below:

No. of Months	Regular Faculty Members	Non-Teaching staff with pay scales	
		UAS	UMS
	50 Months	48 Months	60 Months

- g) The staff members should clear the advances taken in (ii) above before making the application for the advances indicated in (iii).

⁴ X/Reg/6(iii) was amended by the Executive Council on 23-03-2021




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- h) The advance amount will not be sanctioned to the staff members who did not have the requisite period of service for repayment of the advance amount.
- i) ⁵{In case of Construction of House, the following documents need to be submitted:
1. The staff members should submit a copy of the purchase agreement / Registered land document along with a request for sanction of advance amount.
 2. The staff member should also submit the Architects design, estimated cost and all other relevant documents required for the construction of a house.
 3. The said property (land) should be in the name of the staff member or his / her spouse.
 4. The said advance will be sanctioned only for the construction of a house on own land.
 5. The staff members should submit the photographs of the constructed house to the Accounts Department for record.
- j) The following documents need to be submitted in case of Alteration or Modifications or Renovation of House:
1. The staff members should submit a copy of the purchase agreement and/or sale deed along with a request for sanction of advance amount.
 2. The said property should be in the name of the staff member or his / her spouse.
 3. The said advance will be sanctioned only for the alterations / modifications to the house or the flat already purchased.
 4. An estimation certified by Architect / Interior Designer or any other person who undertake the work of renovation / modifications should be submitted.
 5. All the relevant documents as proof of works undertaken should be submitted after completion of the work.

Note: - The staff members need to comply with all the conditions as decided by the authorities from time to time for the sanction of loans / advances for any of the purpose mentioned above. However, the authorities may decide not to sanction loans and /or advances or may sanction lower amount depending on the circumstances and other conditions or if the documents submitted are insufficient.}

- (iv) The staff members working at NALSAR on deputation or on Extra Ordinary Leave, who are regular employees and in regular pay scales at the Home University / Institution (Central / State / National Law Universities), will be eligible for the sanction of the aforementioned loans / advances after completion of three years of service at NALSAR

⁵ X/Reg/6(iii) (i) & (j) and the Note were inserted by the Executive Council on 23-03-2021




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subject to the condition that they will have to repay the entire loan / advance amount before completion of their deputation / Extra Ordinary Leave at NALSAR. Relieving Certificate will be issued to them after the full payment of their loans / advances.}



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EXTRACT FROM THE MINUTES OF THE 74th MEETING OF THE
EXECUTIVE COUNCIL HELD ON MARCH 26, 2022

ITEM NO.18

AMENDMENT TO NALSAR SERVICE REGULATIONS AND / OR NALSAR FINANCIAL REGULATIONS

A) REVISION OF PAYMENT FOR RE-IMBURSEMENT OF MEDICAL EXPENSES (REG. V.5.2.) OF NALSAR SERVICE REGULATIONS AND XII/REG/1 OF NALSAR FINANCIAL REGULATIONS

The Executive Council considering the recommendations of the Finance Committee approved the following amendments in NALSAR Service Regulations:

A) REVISION OF PAYMENT FOR RE-IMBURSEMENT OF MEDICAL EXPENSES (REG. V.5.2.) OF NALSAR SERVICE REGULATIONS AND XII/REG/1 OF NALSAR FINANCIAL REGULATIONS

The Executive Council considering the recommendations of the Finance Committee approved enhancement of payment of medical reimbursement to the employees of the university from Rs.20,000/- p.a. to Rs.30,000/- p.a. to be applicable from the financial year 2021-2022 for all the staff members towards reimbursement of the premium paid towards mediclaim policies and / or the medical expenses incurred during the said financial year.

The Council further suggested that the University should insist that all the staff members should take the medical insurance policies from the available medical re-imbursement amount to get the maximum benefit and coverage in case of major ailments. However, in case of the left over amount, if any, after the payment of the medical policy premium, the same may be claimed by the employees on the submission of the required documents as per the Regulations from the Competent Authority and the said documents and the claim shall also be certified by the University Medical Officer prior to reimbursement.



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¹NALSAR FACULTY INCENTIVE SCHEME (NFIS)

Faculty members at NALSAR are primarily engaged in four types of activities:

- Teaching
- Research
- Administration (institution building activities of the University)
- Training & Consultancy services

Each of these activities is important in fulfilling the mission and vision of the institute. With regards to teaching, NALSAR has already drafted and implemented the faculty workload policy. Similarly, for administrative duties in addition to the teaching load assigned to faculty, sub-section XIII/Reg./1 (b) (c) & (d) of the NALSAR Financial Regulation state the honorarium due for such additional responsibilities. Such incentives motivate faculty members to render their services in the best possible manner and in the best interest of the university. NALSAR faculty is also incentivized through Chapter XIV to engage in research projects, consulting services and conducting sponsored programs like training, seminars and conferences.

Institutes of higher learning like NALSAR are expected to create and disseminate new knowledge. Teaching and research are complementary and mutually supportive. There is a correlation between the two because the attitudes, values and competencies that lead to excellence in research (dedication, hard work, imagination, originality and critical analysis) also lead to excellence in other spheres of academic activity. Research publications are integral part of institutional reputation like national & international rankings, accreditation from NAAC etc. Such publications are crucial for NALSAR's growth, visibility, brand equity and relevance in the outside world. To facilitate a culture a research at NALSAR, it is proposed that we introduce the following in the 20th year of the university:

- a. Faculty (tenured or contractual) shall be eligible to receive a book grant of Rs. 10,000/- on completion of 3 years of service at NALSAR. The same shall be available only once after the completion of every 3 years. Faculty can indicate the books that they want to the university library and the university through the library shall procure the books. The grant shall, under no circumstance, be transferred to personal accounts of any faculty.
- b. NALSAR shall incentivize research publications in a defined category. For the purpose of selection of journals, SCImago journal ranking score is used. Based on the SJR score, we have developed a NALSAR Journal Category. The SCImago Journal & Country Rank is a portal that includes the journals and country scientific indicators developed from the information contained in the

¹ Approved by the Executive Council on 24-03-2018



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Scopus® database. It ranks a total of 28606 journals published globally including 457 Indian Journals and 524 Law journals.

The platform provides various indicators that can be used to assess and analyze scientific domains. Journals can be compared or analyzed separately. Country rankings may also be compared or analyzed separately. Journals can be grouped by subject area (27 major thematic areas), subject category (313 specific subject categories) or by country. Citation data is drawn from over 28,500 titles from more than 5,000 international publishers and country performance metrics from 239 countries worldwide.

This platform takes its name from the SCImago Journal Rank (SJR) indicator (PDF), developed by SCImago from the widely known algorithm Google PageRank™. This indicator shows the visibility of the journals contained in the Scopus® database from 1996.

In this regard, the following journal categorization is proposed:

Table 1: NALSAR Journal categorization for Incentive claims

NALSAR Journal Category	SJR score*
A**	2 or above
A*	1.999 – 1.0
A	0.999 – 0.5
B	0.499 – 0.25
C	0.249 – 0.16
D	0.159 – 0.12
E	0.119 – 0.1

Based on the NALSAR Journal Categories, the following academic and financial incentive scheme is proposed for consideration:

ACADEMIC INCENTIVE SCHEME

If a faculty publishes in 6 D category/5 C Category/4 B category/3 A Category/2 A* Category/1 A** Category journals in the capacity of 1st author within a period of 2 years, then the following academic incentive may apply, subject to institutional interests:

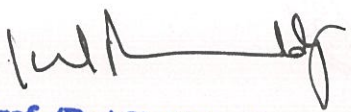
- 1 non-teaching semester/term to pursue research interests
- Facilitating 1 semester/term “scholar-in-residence” at international partner universities
- Award for ‘Excellence in Research’ to the best faculty based on publications in NALSAR ranked select journals.

FINANCIAL INCENTIVE SCHEME

Table 2: Authorship Structure for the claim of financial incentive

SN	Authorship	Incentive Claim
1	Sole author	100 %

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2	Joint authorship between NALSAR faculty members	
a	Between two NALSAR faculty members	First author 60%; second author 40%
b	Between three or more NALSAR faculty members	First author 40%; balance to be divided equally by number of author
3	Joint authorship with outside faculty members/Ph.D scholars/Research Associates	
a	NALSAR faculty as first author	60%
b	NALSAR faculty as second author	40%

Table 3: Incentive Scheme Journal Publications

NALSAR Ranking	SJR score	Incentive (in Rs.)
A**	2 or above	200000
A*	1.999 – 1.0	150000
A	0.999 – 0.5	100000
B	0.499 – 0.25	75000
C	0.249 – 0.16	50000
D	0.159 – 0.12	25000
E	0.119 – 0.1	0

Notes:

1. Claim should be in accordance to the AIS provided above at Table 2.
2. Individual faculty members can claim incentives once in journals ranked as C & D, twice for publications in journals ranked as B and for any number of publications in journals ranked as A, A* and A** in one academic year.
3. Submission of request for incentive must be furnished along with a copy of the published article and the proof of current SJR score.


Table 4: Incentive Scheme for Other Scholarly Publications

SN	Other Scholarly Publications	Incentive (in Rs.)
1	Scholarly Book/Text Book published by reputed publisher with an established peer review system (conference proceedings not included)	100000
2	Edited book published by reputed publishers with an established peer review system (conference proceedings not included)	50000
3	Book chapter/monograph in a scholarly book, published by reputed publishers with a well-established peer review system	25000

Notes:

1. Claim should be in accordance to the AIS provided above at Table 2.

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2. Incentive can be availed only when no monetary incentive is paid by the publisher. A certificate to the extent must be submitted duly sent by the publisher to the university.
3. Individual faculty members can claim incentives only once for publications in one academic year.
4. Reputed publishers include Taylor & Francis, Wolters Kluwer, Edwards Elgar Publishing, Springer, Rutledge, Sweet & Maxwell, Butterworth, Hart Publishing, West Publishing, John Wiley & Sons, Penguin, Oxford University Press, Cambridge University Press, Elsevier Science, Earth Scan, IGI Global, Columbia University Press, World Bank, UN Publications, Sage, Taxman, ILI, Lexis-Nexis etc.

²Faculty Exchange Programme:

- a) Full-time Faculty Members (Contractual / Tenure) after completion of every three years of service at NALSAR may be considered for Faculty Exchange Programme at reputed Foreign Universities for undertaking teaching / research during the vacation period at NALSAR, which may be extended for one additional month. The University may consider a maximum of three faculty members during one academic year for this Exchange Programme.
- b) The University may consider grant of financial aid for the Air Fare in Economy Class and amount equivalent to USD 3000 for the said Faculty Exchange Programme. The said financial aid will be proportionately reduced based on the funding by the Host Institution(s). The Faculty Member should submit all the relevant bills and receipts to claim this grant.
- c) The Faculty Members undertaking researches during the Exchange Programme are required to submit a detailed report on their research work on their return within one month and the said research work should lead to publication of an article in the journals ranked by the SCImago/ Scopus / Web of Science and / or submission of Ph.D. thesis.
- d) The leave for the period of the Exchange Programme will be with full pay and allowances and is subject to a condition that he / she will serve the University for a period of two years after re-joining the University. In case the faculty member leaves the University within two years, she/he will have to return the entire amount.



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² Faculty Exchange Programme inserted by the Executive Council on 28-03-2020.

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EXTRACT FROM NALSAR SERVICE REGULATIONS

CHAPTER – VI LEAVE RULES

VI . 1.3. Sabbatical Leave:

VI 1.3.1. Permanent whole-time teachers of the university who have completed seven years of service as Associate Professor or Professor may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system.

VI 1.3.2. The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.

VI 1.3.3. A teacher, who has availed himself/herself of full study leave of three years, would not be entitled to sabbatical leave.

Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of duration one year or more.

VI 1.3.4. A teacher shall, during the period sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.

VI 1.3.5. A teacher on sabbatical leave not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases the Executive Council may, if it so desires, sanction sabbatical leave on reduced pay and allowances.

VI 1.3.6. During the period sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also court as service for purposes of pension/contributory provident fund; provided that the teacher rejoins the university on the expiry of his/her leave.

VI 1.3.7. The leave may be granted only when university can afford absence of the concerned teacher from the University.



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VI . 1.10. Extraordinary Leave

VI 1.10.1. A permanent teacher may be granted extraordinary leave when:

VI . 1.10.1.1. No other leave is admissible; or

VI . 1.10.1.2. Other leave is admissible and the teacher applies in writing for the grant of extraordinary leave

VI 1.10.2. Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases:

VI . 1.10.2.1. Leave taken on the basis of medical certificates;

VI . 1.10.2.2. Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit;

VI . 1.10.2.3. {Leave taken for pursuing studies for improvement of their academic standards.}

VI . 1.10.2.4. Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.

{Provided that the Extraordinary Leave under VI.1.10.2.3. and VI.1.10.2.4. for a period of one year can be sanctioned by the authority subject to an undertaking by the concerned Faculty Member that he / she will serve the University for a continuous period of one year from the date of his / her resuming duty on expiry of the Extraordinary Leave. If the leave is sanctioned for more than one year, then the Faculty Member should give an undertaking that he / she will serve the University for a continuous period of three years from the date of his / her resuming duty on expiry of the Extraordinary Leave.}

VI 1.10.3. {Extraordinary leave may be combined with any other leave except casual and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed five years in the full working life of the individual.

The permanent Faculty Members should complete atleast three years of service at NALSAR for grant of Extraordinary Leave. The permanent Faculty Members of the University who have completed a minimum of six years' of service at NALSAR may be granted three years' Extraordinary Leave and for those who have completed ten years' of service may be granted five years' of Extraordinary Leave. In any case, the Extraordinary Leave may be granted for a period of three years initially which may be extended for further period of one year at a time upto a maximum of five years.}

VI 1.10.4. The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

VI 1.10.5. The leave may be granted only when university can afford absence of the concerned teacher from the University




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