

CENTRE FOR BUSINESS AND FINANCIAL LAWS (CBFL)

CENTRE POLICY

Applicable w.e.f. 8th August 2023

Notified on 15/06/2023

॥ न्यायस्तत्र प्रमाणं स्यात् ॥



NATIONAL LAW UNIVERSITY DELHI

SECTOR 14, DWARKA

NEW DELHI, INDIA - 110078

.....	1
A. SCOPE AND APPLICATION	2
B. TERMS OF APPOINTMENT	3
C. ELIGIBILITY, QUALIFICATIONS, & DUTIES OF OFFICE BEARERS	3
D. INTERNSHIPS.....	4
E. REPORTING REQUIREMENTS & TERMINATION.....	5
F. CENTRE BENEFITS & PROCEDURES	5
G. AMENDMENT & SPECIAL POWERS	6

A. SCOPE AND APPLICATION

1. This document seeks to codify and develop the rules relating to the functioning and organization of the Centre for Business and Financial Laws (“Centre” / “CBFL”) and also to define the rules regarding the procedure of appointment, constitution, and matters connected therewith or incidental thereto.
2. This Policy shall take effect from **August 1, 2023**, and shall supersede any previous rules, policies, appointments, or directives from the Centre, unless otherwise indicated in this Policy. It shall terminate the membership of any existing member, except under a reappointment under this Policy.
3. Unless otherwise indicated, the following definitions shall hold good:
 - a. “Vice Chancellor” refers to the Vice Chancellor of National Law University Delhi, who is the ex-officio Patron of the Centre,
 - b. “Research Director” or “Centre Director” refers to Prof. (Dr.) Ritu Gupta,
 - c. “Office bearers” refers to a Student Fellow/Associate/Assistant,
 - d. “Workstation” refers to Room Number 106, the CBFL office, 1st Floor of the Academic Block
4. There will be three positions (Office Bearers) for the Centre in one academic year: “CBFL Student Fellow”, “CBFL Student Associate”, “CBFL Student Assistant”. The number of positions offered may vary depending on the availability of projects and the quality of applications received during any given academic year/semester.
5. The Office Bearers may, after providing a fair hearing, recommend disciplinary action to the Faculty Advisor against any office bearer or a participant in any of the programs or events conducted by the Centre. The Research Director shall have the powers to terminate the membership of a student at any point, after a fair opportunity of hearing.
6. Any student may apply for only one position in a given academic year/semester. The Centre reserves the right to offer a lower position than what was applied for.
7. Any work conducted at the Centre by any student in any capacity is confidential in nature. The Centre and National Law University Delhi shall hold exclusive IP rights over such work.
8. The selection for all the positions will be conducted in the month of July of every odd Semester via a Google Form. Unless notified under this Policy with concurrence of the Centre Director, any other association with the Centre shall not be deemed a membership of the Centre.
9. Responsibilities of an office bearer shall include project research, blog management & editing, magazine management, advisory & administrative work, authoring project proposals, updating website, organising and participating in Centre events.

B. TERMS OF APPOINTMENT

1. A Student Assistant / Associate / Fellow shall serve one term, i.e., beginning on 1 August and terminating on 31 July of the following calendar year.
2. Re-appointments would be permissible depending upon the satisfaction of the Research Director, CBFL.
3. The Centre reserves the right to blacklist a student who, in the opinion of the Research Director, is unfit for membership of the Centre due to disciplinary reasons.
4. Appointment under this policy is subject to the student's enrolment with the University and terminates immediately upon de-registration from the B.A. LL.B. (Hons.) Programme.

C. ELIGIBILITY, QUALIFICATIONS, & DUTIES OF OFFICE BEARERS

1. Student Assistant

Duties of a Student Assistant shall include, but not be limited to editorial tasks for the magazine/blog, designing work, administrative, design and outreach work. Preference for the tasks may be indicated by the applicant at the time of application. However, the Centre reserves the right to assign a different category than applied for.

Appointment of a Student Assistant shall strictly be on the basis of the student's Resume/CV and a Statement of Purpose, which shall be evaluated by the Research Director. *Provided* that existing members of the Centre shall provide a one-page report of their contribution to the Centre in lieu of the Statement of Purpose.

2. Student Associate

Duties of a Student Associate shall include all responsibilities of a Student Assistant, and the following additional responsibilities: Acting as a peer mentor for an assigned Student Assistant, being the Point of Contact (PoC) for the Research Director for the assigned category, & mandatorily being a part of the Organising Committee for any event organised by the Centre.

Explanation: 'Category' includes, but is not limited to the a) Magazine b) Blog c) Design d) Outreach e) Events or any other academic initiative or co-curricular activity.

Appointment of a Student Assistant shall strictly be on the basis of the student's Resume/CV and a Statement of Purpose, which shall be evaluated by the Research Director. In addition, one must have served the Centre for a minimum period of one semester to be qualified for appointment as a Student Associate **AND** been a part of minimum of one event/project organised or commissioned by the Centre. Criteria that shall be looked at favourably includes internships in business & financial laws with reputed law firms/law chambers, participation in moot courts, CGPA, and published short pieces or case comments.

Provided that existing members of the Centre shall provide a one-page report of their contribution to the Centre in lieu of the Statement of Purpose.

Provided that in an event where suitable candidates for a position are not available in the Academic Year 2023-2024, the requirement of 'minimum period' shall be waived by the Research Director.

3. Student Fellow

Duties of a Student Fellow shall include research and administrative work determined by the Centre Director. It shall include a responsibility for overall supervision of all activities of the

Centre, including but not limited to, adequate functioning of website, the blog, magazine and smooth conduct of Centre events and projects. Management of internship applications shall be the sole prerogative of the Fellows in consultation with the Research Director.

Provided that the Centre Director may designate additional responsibilities to the Fellow at any stage.

Provided that the Centre Director may designate a Fellow to serve as the “Centre Coordinator” who shall act as the point of liaison between the University and the Centre. A Fellow may be designated as a coordinator for a maximum of one semester, subject to reappointment.

Appointment of a Student Fellow shall strictly be on the basis of the student’s Resume/CV and a Statement of Purpose, which shall be evaluated by the Research Director. In addition, the following requirements will apply for appointment as a Fellow:

1. Served the Centre for a minimum period of three semesters to be qualified for appointment as a Student Fellow.
2. Must fulfil a minimum of two requirements:
 - a. Minimum two publications at a reputed media house/blog/academic journal.
 - b. Minimum two internships at a reputed commercial law chamber or a law firm.
 - c. Teaching Assistant in a commercial law subject at NLU Delhi
 - d. Any other demonstrated interest shown by way of specialized training /fellowship/distinction/award in the area of commercial law.

Provided that existing members of the Centre shall provide a one-page report of their contribution to the Centre in lieu of the Statement of Purpose.

Provided that in an event where suitable candidates for a position are not available in the Academic Year 2023-2024, the requirement of ‘minimum period’ shall be waived by the Research Director.

D. INTERNSHIPS

1. The Centre will run a monthly internship programme to provide students with comprehensive research exposure in business and financial laws.
2. Students enrolled in a full-time law programme in recognised universities shall be eligible for internships with the Centre. NLU Delhi students shall also be eligible for such internships.
3. Preference shall be given to applicants who have completed their third semester at the time of the internship.
4. Applications for the monthly internship will be made using a Google Form which shall be made available on the Centre website, not later than two weeks before the internship programme. Acceptances shall be on a rolling basis, and candidates will be notified within a period of seven working days.
5. The Student Coordinator shall be responsible for evaluating and accepting / rejecting all internship applications in concurrence with the Research Director.
6. The Centre may designate an ‘Internship Coordinator’ who shall allot tasks for the Centre, including research. The Internship Coordinator shall serve a tenure of one year and will be

eligible for preferential promotion in the following academic year. They shall preserve all communication during their tenure, including tasks allotted, reasons for rejection of an application etc. on the Centre's Google Drive in a designated folder.

E. REPORTING REQUIREMENTS & TERMINATION

1. Every office bearer shall mandatorily submit a one-page report to the Centre not later than fifteen days of the last-end-semester examination for the respective semester. This must be submitted in email format to cbfl@nludelhi.ac.in, with a copy to the Research Director.

Explanation: The report of a Student Assistant shall be evaluated by a Student Associate, a Student Associate's report shall be evaluated by a Student Fellow, and the Report of a Student Fellow by the Research Director.

2. In the following events, in the sole opinion of the Research Director, shall a student be terminated from the Centre:

- a. Work found to be inadequate in the Report,
- b. On a failure of submission of the Report,
- c. On repeated failure to attend Centre meetings convened by the Research Fellows/Centre Director.

Provided that there must be a minimum notice of 24 hours for the meeting, via WhatsApp or email.

- d. Failure to complete work assigned by the Centre.

Explanation: This shall function on a system of three-strikes.

A strike is warranted on the failure of a member to complete assigned work or adhere to deadlines set by the Associate/Fellow/Research Director.

In an event where an individual received a strike "three times" (whether consecutively or otherwise), a termination shall be warranted under the terms of this Policy.

F. CENTRE BENEFITS & PROCEDURES

Academic Leaves

Academic Leaves shall be governed by Section 4 of the NLU Delhi Academic & Examination Regulations (notified on 24 February 2023). They shall only be provided for Centre related research & organisational work and must be duly approved by the Centre Director before submission to the University authorities.

Project Exemptions

Project Exemptions shall be governed by Section 7 [C] of the NLU Delhi Academic & Examination Regulations (notified on 24 February 2023). They shall be subject to the following rules:

1. In accordance with the University policy, office bearers shall be entitled to a maximum of two project exemptions [I-IVth Year] and one project exemption [V Year], in one semester, in lieu of Centre related research work.
2. To claim an exemption, a project proposal (maximum three hundred words) must be submitted along with the application at the time of odd semester, which shall be considered by the Research Director.
3. Post appointment, a list of the research work proposed and approved by the Research Director shall be forwarded to the Vice Chancellor for their consideration and approval. The applicant shall be notified only if the project exemption proposed has been approved by the Centre. On

approval of the research work, the Centre shall forward a list of approved exemptions to the Examination Department.

4. It must be in the form of a research piece mandatorily relating to business and financial laws, of minimum 2000 words, capable of publication or use by the Centre for Business and Financial Laws. In ordinary circumstance, it must be submitted by email to the Research Director on the date of project submissions notified by the Undergraduate Council.
5. In no circumstance shall a project exemption be provided for ordinary activities of the Centre, such as blog, magazine, or events.

Workstation Facility

Student Associates & Fellows shall be permitted to use the Centre's workstation post approval from the Research Director.

G. AMENDMENT & SPECIAL POWERS

1. In the interpretation, implementation, and amendment of this Policy, the Vice Chancellor and/or Research Director's decision shall be binding and final.
2. The Vice Chancellor and/or the Research Director reserve the right to modify or amend this policy at any time during an academic year.
3. In any event where discretion is exercised by the Research Director, it shall be assumed to be validated by this Policy.