

Nirma University, Ahmedabad

Institute of Law

Date: January 21, 2025

To: The Vice President, NU
 The Director General, NU

Thr: The Executive Registrar, NU

Sub:- Approval of Students Activity Reimbursement Policy

Respected Sirs,

With reference to the student development fee collected from the students for reimbursement of their participation in various national and international level competitions like Moot Court Competition, Debate Competition, Alternative Dispute Resolution (ADR) Competition, Conference/paper presentation, Sports competition any other such competitions with the approval of the Head of the Institute, we have prepared a draft reimbursement policy which is submitted herewith as **Enclosure 1** for kind perusal and approval.

With reference to the applicability of the policy, we submit the following:

1. This policy shall be effective from 1st January 2025. This policy shall also be applicable for the academic year 2025-26 and onwards or till further amendment of the policy.
2. The old reimbursement policy, submitted herewith **Enclosure 2** will be applicable till 31st December 2024.

Submitted for your kind perusal and consideration of approval.

Prof.(Dr.) Madhuri Parikh
 Director and Dean (I/c.)

Encl: A/a

NIRMA INSTITUTE OF LAW STUDENT ACTIVITIES COMMITTEE (NILSAC)

Reimbursement Policy

FINANCIAL ASSISTANCE

This policy shall come into force from 1st January 2025. This policy shall be applicable to all the students enrolled in five-year integrated law course and LLM in Institute of Law, Nirma University

Event/Competition (National Level/State Level*)

1. Alternative Dispute Resolution (ADR)
2. Debate Competition
3. Moot Court Competition
4. National Conference/paper presentation
5. Sports competition
6. Any other such event with prior approval of the Head of the Institute.

Eligibility:

1. Event should be national level/State level
2. He/she shall be a student of the Institute of Law Nirma University
3. He/she shall be a part of a selected panel of the Committee, Centre, Society and Club under which the activity falls.
4. Permission required from authorized faculty, Faculty Advisor (NILSAC), Assistant Registrar and Chief Patron

Reimbursement:

1. Student participating in competitions will be granted reimbursement for all the expenses which includes registration fees, accommodation, travel and any other expenses approved by the authority as follows:-

Winners	- upto 100 %
Runners up	- upto 90%
Semi-finalists	- upto 70%
Quarter Finalists	- upto 50%
Participants	- 30%

However, the reimbursement shall be subject to the following:

2. **Travel** - Third Tier A/C Train's fare or the bus fare of the shortest route incurred during the travel (A copy of tickets of travel should be attached with the form and the approval of the same will be as per the policy.
3. **Registration Fees**—Copy of valid proof of fee payment to the organizer should be submitted
4. **Accommodation Charges** - If not provided by the organizer, then certificate/communication from the organizer that no accommodation was provided by the organisers The accommodation charges shall be on sharing basis subject to the following:

For AI cities up to ₹3000 per day.

For A city up to ₹2500 per day.

For B1 & B2 cities up to ₹2000 per day.

If registration and accommodation fees are demanded jointly by the organizers, then it shall be included as part of the registration fees. Copy of proof of accommodation shall be submitted.

5. **Printing and photocopy charges (Applicable only for Moot Court Competition)-** Upto Rs.2000/- Per Team (Printing and photocopy charges are subject to printing indent provided by the institute and approval by faculty coordinator for any prints other than the printing indent.)
6. **Any other expenses** that are subject to approval by Faculty Advisor (NILSAC) and Chief Patron (Head of the Institute) of NILSAC.

Amendments of Policy

Chief Patron (Head of the Institute-HoI) shall have the power to amend the policy for the purpose of promoting participation of students in curricular, co-curricular and extra-curricular activities. The decision of Chief Patron (HoI), NILSAC is final regarding dispute/questions/ambiguity/clarifications etc.

*** International level Competition/Event** - For International level competition/event, the Scheme for Providing Financial Assistance to students of the University for participating in an International Competition/Event abroad notified by the Nirma University vide Circular No. NU/AC/Cir/Fin.Asst-stud/22-3026 dated 17/10/2022 shall be applicable.



Faculty Advisor – NILSAC



Assistant Registrar



Director (I/c.)/HoI