

Rules and Regulations for Reimbursement to Students for Participation in Moot Court Competitions

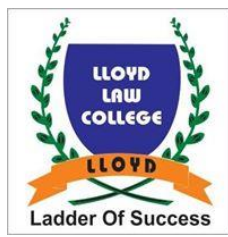
I. General Rules

1. Registered students of Lloyd Law College will be eligible for reimbursement of expenses incurred for participation in any external co-curricular and extra-curricular activities subject to conditions.
2. Reimbursement applications will be processed/forwarded only if all the listed authors/applicants have a minimum of **75% attendance** and **66% physical class attendance**. **The counting of attendance for the purpose of determining eligibility shall be semester wise and not annual.**
3. No Disciplinary Proceedings should be pending against the applicant.
4. The applicants should have taken **prior permission** from Director/Deputy Director/ the concerned authority/ Coordinator/Research Centre as applicable, before registration for the event;
5. In an academic year (01st June to 31st May) a student will be eligible only for a refund of **maximum Rs 10,000/-** (Rupees Ten thousand only) in all categories, both co-curricular and extra-curricular combined and as per the annual amount allotted to each activity. **This cap shall not apply to the Winners/ Runners up.**
6. The reimbursement will be provided for the following expenses:
 - i. Registration charges (including official accommodation) and
 - ii. Travel allowance (bus/sleeper class/chair car/ third A/C only. **Flight charges shall not be provided**). The travel expense shall be provided maximum for AC 3 tier only. The difference, if any, shall be borne by the students.
- 6 The applicant has to submit all required documents attached to the common reimbursement form **in a set of four (Copies to: (1) Faculty Coordinator; (2) NAAC Coordinator; (3) Reimbursement Auditing Committee (4) Accounts.**
7. All copies should be duly signed and approved by the Faculty Coordinator (as applicable), Coordinator NAAC and Deputy Director.

8. **The claim of the reimbursement amount shall be audited by the Reimbursement Auditing Committee and the amount finally approved by the said Committee shall be paid irrespective of the amount claimed.**

II. Specific Rules

1. 100% Registration Charges shall be reimbursed by the College
2. The process for payment of Registration Charges shall be as follows;
 - (i) Registration amount **not more than Rs 5000/-** (Rupees Five Thousand Only) per team-registration shall be done by the team and the same shall be reimbursed 100% by the college,
 - (ii) If the registration amount exceeds Rs. 5000/- the registration shall be done by the college
3. Travel expense shall not be reimbursed for mere participation. Travel expense shall be reimbursed only if the team qualifies for the quarter finals, semi finals or finals as per the scale mentioned below:
 - (i) *Selected to Quarterfinals or equivalent stage:* 25% of the expenses.
 - (ii) *Selected to Semifinals or equivalent stage:* 50% of the expenses.
 - (iii) *Selected to Finals:* 100% of the expenses.
 - (iv) *Individual achievement/s:* **Only individual reimbursement will be allowed.** Individual achievement does not entitle the whole team for reimbursement.
4. **Stationary Allotment Policy:** A4 Sheets- A maximum of two rims of Paper for the whole team for the duration of the competition. Apart from a maximum of two rims as stated above, **no other stationery shall be provided or reimbursed by the college**
 - (iii). For the purpose of taking print outs, college printers may be used. If the participants choose to get the print outs from outside, they shall bear the cost of the same.
5. **Local Travel Expense shall not be provided.** Local Travel Expense means Travelling within a city. For participation in the competitions taking place in Delhi/NCR, one time to and from transportation charges shall be reimbursed.
6. **No separate reimbursement shall be provided for Accommodation.**
7. **Irrespective of whether the reimbursement is claimed or not, or it is granted or not, if a student is participating in any competition/event in the name of the college or uses the name of the college in such competition/event in any manner then he has to participate in such competition/event only after following all the rules prescribed by the college regarding eligibility, attendance, prior approval, etc.. In case of violation of this clause, strict disciplinary proceedings shall be initiated and the student, if found guilty, shall be punished as per the disciplinary rules of the college.**



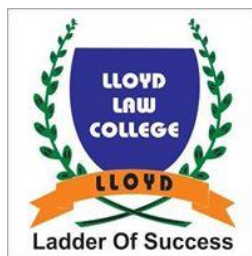
Rules and Regulations for Reimbursement to Students for Participation in Research Activities

I. General Rules

1. Registered students of Lloyd Law College will be eligible for reimbursement of expenses incurred for participation in any external co-curricular and extra-curricular activities subject to conditions.
2. Reimbursement applications will be processed/forwarded only if all the listed authors/applicants have a minimum of **75% attendance** and **66% physical class attendance**. **The counting of attendance for the purpose of determining eligibility shall be semester wise and not annual.**
3. No Disciplinary Proceedings should be pending against the applicant.
4. The applicants should have taken **prior permission** from Director/Deputy Director/ the concerned authority/ Coordinator/Research Centre as applicable, before registration for the event;
5. In an academic year (01st June to 31st May) a student will be eligible only for a refund of **maximum Rs 10,000/-** (Rupees Ten thousand only) in all categories, both co-curricular and extra-curricular combined and as per the annual amount allotted to each activity. **This cap shall not apply to the Winners/ Runners up.**
6. The reimbursement will be provided for the following expenses:
 - i. Registration charges (including official accommodation) and
 - ii. Travel allowance (bus/sleeper class/chair car/ third A/C only. **Flight charges shall not be provided**). The travel expense shall be provided maximum for AC 3 tier only. The difference, if any, shall be borne by the students.
7. The applicant has to submit all required documents attached to the common reimbursement form **in a set of four (Copies to: (1) Faculty Coordinator; (2) NAAC Coordinator; (3) Reimbursement Auditing Committee (4) Accounts.**
8. All copies should be duly signed and approved by the Faculty Coordinator (as applicable), Coordinator NAAC and Deputy Director.
9. **The claim of the reimbursement amount shall be audited by the Reimbursement Auditing Committee and the amount finally approved by the said Committee shall be paid irrespective of the amount claimed.**

II. Specific Rules

1. The reimbursement would be approved only for **original research** work published in any reputed books/journal **having ISBN/ISSN. The reputation of the journal shall be determined by the Research Center which shall be final and binding upon all.**
2. The author and co-authors, if any, should be **registered students** of Lloyd Law College;
3. The author and co-authors should have taken **prior permission** from the Director, Deputy Director and Faculty Head, Research Centre before sending the abstract or finalizing the registrations process;
4. Reimbursement **will not be provided for paid publications;**
5. **No reimbursement shall be provided for mere paper Presentation unless it gets published also.**
6. **Local Travel Expense shall not be provided.** Local Travel Expense means Travelling within a city. For participation in the competitions taking place in Delhi/NCR, one time to and fro transportation charges shall be reimbursed.
7. **No separate reimbursement shall be provided for Accommodation.**
8. Reimbursement application should be supported by the following documents:
 - 1) Official Invitation/Notification
 - 2) Abstract and full paper;
 - 3) Acceptance letter of abstract/paper;
 - 4) Copy of registration form;
 - 5) Receipts of the payments made including registration charges, travel tickets;
 - 6) Proof of Presentation & Publication viz. Certificate of presentation along with the cover page and content page of the journal/proceedings/book with ISBN/ISSN of the publication;
 - 7) Photocopy of the published full paper/article/chapter from the publication.
9. **Four sets of complete application** with the above documents for reimbursement has to be submitted to the research centre in hard copy(one set to be filed at the Centre);
10. The applicants should also **send an email with the scanned copies** in (PDF format) of their application; cover page and content page of the journal/proceedings/book with ISBN/ISSN as applicable; Scanned copy of the published full paper/article/chapter from the publication to the research centre in the email id researchcell@lloydlawcollege.edu.in;
11. **Irrespective of whether the reimbursement is claimed or not, or it is granted or not, if a student is participating in any competition/event in the name of the college or uses the name of the college in such competition/event in any manner then he has to participate in such competition/event only after following all the rules prescribed by the college regarding eligibility, attendance, prior approval, etc.. In case of violation of this clause, strict disciplinary proceedings shall be initiated and the student, if found guilty, shall be punished as per the disciplinary rules of the college.**



Rules and Regulations for Reimbursement to Students for Participation in Debate/Parliamentary Debate/MUN Debate Competitions

I. General Rules

1. Registered students of Lloyd Law College will be eligible for reimbursement of expenses incurred for participation in any external co-curricular and extra- curricular activities subject to conditions.
2. Reimbursement applications will be processed/forwarded only if all the listed authors/applicants have a minimum of **75% attendance** and **66% physical class attendance**. **The counting of attendance for the purpose of determining eligibility shall be semester wise and not annual.**
3. No Disciplinary Proceedings should be pending against the applicant.
4. The applicants should have taken **prior permission** from Director/Deputy Director/ the concerned authority/ Coordinator/Research Centre as applicable, before registration for the event;
5. In an academic year (01st June to 31st May) a student will be eligible only for a refund of **maximum Rs 10,000/-** (Rupees Ten thousand only) in all categories, both co-curricular and extra-curricular combined and as per the annual amount allotted to each activity. **This cap shall not apply to the Winners/ Runners up.**
6. The reimbursement will be provided for the following expenses:
 - i. Registration charges (including official accommodation) and
 - ii. Travel allowance (bus/sleeper class/chair car/ third A/C only. **Flight charges shall not be provided**). The travel expense shall be provided maximum for AC 3 tier only. The difference, if any, shall be borne by the students.
- 6 The applicant has to submit all required documents attached to the common reimbursement form **in a set of four (Copies to: (1) Faculty Coordinator; (2) NAAC Coordinator; (3) Reimbursement Auditing Committee (4) Accounts.**
7. All copies should be duly signed and approved by the Faculty Coordinator (as applicable), Coordinator NAAC and Deputy Director.
8. **The claim of the reimbursement amount shall be audited by the Reimbursement Auditing Committee and the amount finally approved by the said Committee shall be paid irrespective of the amount claimed.**

II. Specific Rules

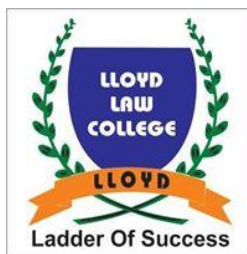
1. The University/College/Institution organizing the Debate Competition should be of repute. The reputation of the same shall be determined by the Faculty Head, Debate Society, in consultation with the Director or the Deputy Director and their decision shall be final and binding upon all.
2. 100% Registration Charges shall be reimbursed by the College
3. The process for payment of Registration Charges shall be as follows;
 - (i) Registration amount **not more than Rs 5000/-** (Rupees Five Thousand Only) per team-registration shall be done by the team and the same shall be reimbursed 100% by the college,
 - (ii) If the registration amount exceeds Rs. 5000/- the registration shall be done by the college
 - (iii) **The upper limit for individual registration fee shall be Rs. 1000/-**
4. Travel expense shall not be reimbursed for mere participation in a debate competition. It shall be reimbursed only if the team qualifies for the quarter finals, semi finals or finals. The reimbursement shall be done as per the scale mentioned below:
 - (i) Selected to Quarterfinals or equivalent stage: 25% of the expenses.
 - (ii) Selected to Semifinals or equivalent stage: 50% of the expenses.
 - (iii) Selected to Finals: 100% of the expenses.
 - (iv) Individual achievement/s: **Only individual reimbursement will be allowed.**

Individual achievement does not entitle the whole team for reimbursement.

5. Local Travel Expense shall not be provided. Local Travel Expense means Travelling within a city. For participation in the competitions taking place in Delhi/NCR, one time to and fro transportation charges shall be reimbursed.

6. No separate reimbursement shall be provided for Accommodation.

7. Irrespective of whether the reimbursement is claimed or not, or it is granted or not, if a student is participating in any competition/event in the name of the college or uses the name of the college in such competition/event in any manner then he has to participate in such competition/event only after following all the rules prescribed by the college regarding eligibility, attendance, prior approval, etc.. In case of violation of this clause, strict disciplinary proceedings shall be initiated and the student, if found guilty, shall be punished as per the disciplinary rules of the college.



Rules and Regulations for Reimbursement to Students for Participation in Quiz Competitions

I. General Rules

1. Registered students of Lloyd Law College will be eligible for reimbursement of expenses incurred for participation in any external co-curricular and extra-curricular activities subject to conditions.
2. Reimbursement applications will be processed/forwarded only if all the listed authors/applicants have a minimum of **75% attendance** and **66% physical class attendance**. **The counting of attendance for the purpose of determining eligibility shall be semester wise and not annual.**
3. No Disciplinary Proceedings should be pending against the applicant.
4. The applicants should have taken **prior permission** from Director/Deputy Director/ the concerned authority/ Coordinator/Research Centre as applicable, before registration for the event;
5. In an academic year (01st June to 31st May) a student will be eligible only for a refund of **maximum Rs 10,000/-** (Rupees Ten thousand only) in all categories, both co-curricular and extra-curricular combined and as per the annual amount allotted to each activity. **This cap shall not apply to the Winners/ Runners up.**
6. The reimbursement will be provided for the following expenses:
 - i. Registration charges (including official accommodation) and
 - ii. Travel allowance (bus/sleeper class/chair car/ third A/C only. **Flight charges shall not be provided**). The travel expense shall be provided maximum for AC 3 tier only. The difference, if any, shall be borne by the students.
- 6 The applicant has to submit all required documents attached to the common reimbursement form **in a set of four (Copies to: (1) Faculty Coordinator; (2) NAAC Coordinator; (3) Reimbursement Auditing Committee (4) Accounts.**
7. All copies should be duly signed and approved by the Faculty Coordinator (as applicable), Coordinator NAAC and Deputy Director.

8. **The claim of the reimbursement amount shall be audited by the Reimbursement Auditing Committee and the amount finally approved by the said Committee shall be paid irrespective of the amount claimed.**

II. Specific Rules

1. The University/College/Institution organizing the Quiz Competition should be of repute. The reputation of the same shall be determined by the Faculty Head, Quiz Society, in consultation with the Director or the Deputy Director and their decision shall be final and binding upon all.
2. 100% Registration Charges shall be reimbursed by the College
3. The process for payment of Registration Charges shall be as follows;
 - (i) Registration amount **not more than Rs 5000/-** (Rupees Five Thousand Only) per team-registration shall be done by the team and the same shall be reimbursed 100% by the college,
 - (ii) If the registration amount exceeds Rs. 5000/- the registration shall be done by the college
4. Travel expense shall not be reimbursed for mere participation in a Quiz competition. It shall be reimbursed only if the team qualifies for the quarter finals, semi finals or finals. The reimbursement shall be done as per the scale mentioned below:
 - (i) *Selected to Quarterfinals or equivalent stage:* 25% of the expenses.
 - (ii) *Selected to Semifinals or equivalent stage:* 50% of the expenses.
 - (iii) *Selected to Finals:* 100% of the expenses.
 - (iv) *Individual achievement/s:* **Only individual reimbursement will be allowed.** Individual achievement does not entitle the whole team for reimbursement.
5. **Local Travel Expense shall not be provided.** Local Travel Expense means Travelling within a city. For participation in the competitions taking place in Delhi/NCR, one time to and fro transportation charges shall be reimbursed.
6. **No separate reimbursement shall be provided for Accommodation.**
7. **Irrespective of whether the reimbursement is claimed or not, or it is granted or not, if a student is participating in any competition/event in the name of the college or uses the name of the college in such competition/event in any manner then he has to participate in such competition/event only after following all the rules prescribed by the college regarding eligibility, attendance, prior approval, etc.. In case of violation of this clause, strict disciplinary proceedings shall be initiated and the student, if found guilty, shall be punished as per the disciplinary rules of the college.**



REIMBURSEMENT APPLICATION FORM

No.	Name	Course	Sem.	Contact No.	Overall Attendance on the date of Application for Reimbursement	Physical Attendance on the date of Application for Reimbursement
1.						
2.						
3.						
4.						
5.						
6.						

Attendance Verification Report:

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**Verified By
Dalip Singh**

Signature



Name of the Competition:

**Details of the Organizing
Institute/University/College:**

Date of the Competition:

Result of the Competition:

Expenditure Incurred:

1. Registration Fees (if any):
2. Travelling Costs:

Mandatory Requirements: Attach Copy

No.	Requirements	Yes	No	Signature
1.	Official Invitation/Notification			
2.	Certificates of participation			
3.	Memos & Score Sheet (if any)			
4.	Application Form			
5.	Report			
6.	Receipts & Vouchers			

Amount Claimed:

Rupees (in figures): _____

(in words): _____

Approved and verified by Concerned Faculty Head

Signature

Sanctioned by:



Director, Lloyd Law College

Deputy Director, Lloyd Law College

AMOUNT APPROVED BY THE REIMBURSEMENT AUDITING COMMITTEE:

Rupees.(in figures): _____

(in words): _____

Signature of the Members:

Penalty

- **Irrespective of whether the reimbursement is claimed or not, or it is granted or not, if a student is participating in any competition/event in the name of the college or uses the name of the college in such competition/event in any manner then he has to participate in such competition/event only after following all the rules prescribed by the college regarding eligibility, attendance, prior approval, etc.. In case of violation of this clause, strict disciplinary proceedings shall be initiated and the student, if found guilty, shall be punished as per the disciplinary rules of the college.**
- In case any unlawful conduct, indiscipline or misconduct in and out of the college or in the host institution by the participating teams or member, representing the College at Local, National or International Level, they may be debarred from participating in any moots for one academic year or/and any attract severe action which may be deem appropriate, including expulsion from the college can be initiated against them and in addition they will not be entitled for any kind of reimbursement.

Important: Reimbursement applications will be considered only if the applicant has a minimum **of 75% attendance** and **66% physical class attendance in the Current Semester.**
