



**DR. BHIMRAO AMBEDKAR LAW UNIVERSITY, JAIPUR**

(A State Funded University of Rajasthan)

“RUSA Bhawan”, Shiksha Sankul, JLN Marg, Jaipur-302015

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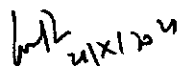
Dated: 21.10.2021

Prof. Mridul Srivastava  
C-364, Pradhan Marg  
Malviya Nagar,  
Jaipur-302017

Sub: Engaging of Consultant(Law Courses) to look after the academic and administrative matters of BA/BBA LL.B, LLB, L.L.M, PG Diploma in Law Course run by Law colleges of Rajasthan, to look after the issues and queries raised by Law Colleges related to different scheme of syllabus, Academic Section, Semester Schemes, Examinations, Academic Session , to supervise on Campus LLM One Year Programme etc.

Madam,

On the subject cited above, we are seeking your proposal for engaging of Consultant (Law Courses). You are requested to submit your financial proposal as per the terms and conditions of the enclosed Terms of Reference (TOR) latest by 28.10.2021 at 2.00 P.M. at University Office-RUSA Block, Ground Floor, Shiksha Sankul, Jaipur.

  
(Ayub Khan RAS)  
REGISTRAR

**ENGAGING CONSULTANT(LAW COURSES) FOR  
DR. BHIMRAO AMBEDKAR LAW UNIVERSITY, JAIPUR**

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**TERMS OF REFERENCE**

**1. Introduction**

Dr. Bhimrao Ambedkar Law University, Jaipur, Rajasthan came into being as a State University of Govt. of Rajasthan by an Act No. 6 of 2019 dated 26<sup>th</sup> February 2019. The University, besides, its residential campus at Jaipur, is mandated to have its jurisdiction in the entire State of Rajasthan to extend affiliation to all Law Colleges. The University has been recognized by UGC under Section 2(f) of UGC Act, 1956, vide notification No. F.9- 6/2020 (CPP-I/PU) dated 12 May 2020 and letter No. F.9-6/2020(CPP-I/PU) dated 14th May2020.

**2. Objectives**

The University requires a Consultant (Law Courses) who has relevant experience. To this end the University seeks an individual consultant (Law Courses) to look after the academic and administrative matters of BA/BBA LL.B, LLB, L.L.M, PG Diploma in Law Course run by Law colleges of Rajasthan, to supervise on Campus LLM One Year Programme and to look after the issues and queries raised by Law Colleges related to different scheme of syllabus, Academic Section, Semester Schemes, Examinations, Academic Session etc. Consultant shall also provide input as and when required by the University.

**3. Scope of Work**

The Consultant shall be responsible for all duties and work related to Law Courses consultancy as mentioned below:

- To look after the academic and administrative matters of BA/BBA LL.B, LLB, L.L.M, PG Diploma in Law Course run by Law colleges of Rajasthan.

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कुलसचिव  
डॉ. भीमराव अम्बेडकर  
विधि विश्वविद्यालय  
शिक्षा संकुल, जयपुर

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- To look after the issues and queries raised by Law Colleges related to different scheme of syllabus, Academic Section, Semester Schemes, Examinations, Academic Session etc.
- To establish co-ordination between Law University and all the Law colleges of Rajasthan.
- To supervise and co-ordinate teaching and research in the Law colleges of Rajasthan to promote interdisciplinary teaching and research whenever needed.
- To supervise on Campus LLM One Year Programme
- Conduct and maintenance of the standards of teaching and research in law colleges of Rajasthan.
- To assist the VC in implementing the policies and directions of the BOM & AC.
- To update the curriculum and semester systems of different Law Courses with the help of committee of law experts whenever needed.
- To conduct trainings, learning and extra-curricular activities for the faculty of law colleges of Rajasthan whenever needed.
- Provide consultation for taking suitable steps to promote legal aid activities.

**4. Responsibility and Duties:**

To do all work as mentioned in scope of work.

**5. Qualifications :**

The consultant shall have following minimum qualification:

- L.L.B., L.L.M. and Ph.D. in Law Subject.

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विधि विश्वविद्यालय  
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- Must have 30 years teaching experience as a Law Faculty in reputed Universities.
- At least 10 papers/articles publication in reputed journals.

**6. Commencement of Assignment:**

- The Consultant shall commence the assignment as per LOA (Letter of Acceptance).

**7. Time Period of assignment**

- The Assignment shall be for a period of One Year from the date of commencement.

**8. Financial Proposal**

- The financial proposal will be submitted by the applicant offering the services of the consultant for this assignment.
- In preparing the Financial Proposal, the applicant is expected to take into account the requirements and conditions of the TOR.

**9. Payment Schedule**

- The remuneration of the consultant will be paid monthly. GST, if applicable, will be borne by the University in addition to the quoted price.
- Lodging and boarding charges, for the journeys performed outside Jaipur for official purpose by the consultant will be made as per University/Government Rules.
- The payment will be released to the consultant on the production of monthly bill.

**10. University Obligations**

- The Consultant shall be provided suitable office space as per requirement of the assignment.

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**11. Confidentiality**

- The consultant must keep confidential all matters relating to the proceedings and files of the University.

**12. Conflict of Interest**

The University requires that the Consultant provide his services in a professional, objective and impartial manner and at all times hold the University's interests paramount; avoid conflicts with his other assignments or interests, and act without any consideration for future work. The Consultant shall not engage, either directly or indirectly, during the term of this assignment in any business or activities which would conflict with the activities assigned to him/her by the University.

**13. Termination of Assignment:**

The University can terminate the assignment by giving a written notice of not less than one month, without assigning any reason. The Consultant can also resign by giving one month's notice.

Signature & Name  
of the Consultant

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21/1/2021  
कुलसचिव  
डॉ. भीमराव अम्बेडकर  
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**Format of Financial Offer**

SN	Work	Offered Price per Month
1.	Providing services of a Consultant(Law Courses) for Dr. Bhimrao Ambedkar Law University, Jaipur	
	Total Price per Month (excluding applicable taxes, if any)	

(Price in Rupee \_\_\_\_\_)

Signature with Name and Address of the Consultant

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21/1/23  
कुलसचिव  
डॉ. भीमराव अम्बेडकर  
विधि विश्वविद्यालय  
किष्का संकुल, जयपुर