

CONSTITUTION OF THE RECRUITMENT CO-ORDINATION COMMITTEE OF MAHARASHTRA NATIONAL LAW UNIVERSITY, NAGPUR

Preamble: We, the students of Undergraduate Degree Course of Maharashtra National Law University, Nagpur, having solemnly resolved to constitute a Recruitment Coordination Committee (RCC) and to secure to all students of the University:

FUNCTION, to liaison between the students and the employer;

COORDINATE, in a just, fair and reasonable manner; and to carry on timely;

RECRUITMENT, among those students who apply through the RCC;

In our meeting this first day of June, 2020, do hereby adopt, enact and give to ourselves this Constitution.

CHAPTER I TITLE AND DEFINITION

1. Short Title and Application

- a. This document shall be called the Constitution of the RCC.
- b. The provisions and regulations made under this Constitution shall be applicable to all the students of the Maharashtra National Law University, Nagpur.
- c. These provisions shall come into force when released through an official notification by Maharashtra National Law University, Nagpur.

2. Definition:

- a. **“Acceptance”** means an acceptance intimated by an employer *in writing, through an e-mail or letter addressed to the RCC.*
- b. **“Applicant”** means a student of the penultimate-year or the final-year of the University applying for employment through the RCC.
- c. **“Committee” or “RCC”** means a body comprising of the students appointed as members of the RCC of the University.
- d. **“CV”** means the up-to-date Curriculum-Vitae submitted to the Committee at a stipulated date.
- e. **“Day Zero”** refers to the first phase of recruitment, at which employer(s) visit the campus and/or conduct interviews/interactions with the graduating batch.
- f. **“Disciplinary Action”** means and includes any inquiry, disqualification, withholdment, or any other penalty as the Vice-Chancellor may deem fit. The disciplinary action will be taken after conducting due Inquiry as per Chapter IX of this Constitution.
- g. **“Employer”** means any Lawyer’s Chamber, Law Firm, Company, Consultancy firm, Accountancy Firm, Non-Governmental Organization, Bank, or any other Organization or individual that offers legal or non-legal employment opportunities.
- h. **“Employment”** means a confirmed and valid Offer for placement or PPO from an employer.
- i. **“Faculty Advisor”** refers to any such faculty nominated by the Vice-Chancellor to facilitate the functioning of the RCC.

- j. **“Official Communication”** means communication made by any member of the RCC representing themselves to be making such communication in their official capacity, including all communication sent from the RCC Email ID, but shall not include communications sent by individual members via other platforms including SMS, WhatsApp, telephonic and other conversations except in exceptional situations.
- k. **“Present”** includes physical and virtual presence.
- l. **“Pre-Placement Offer”** includes any written employment offer extended to an applicant during his/her internship with any employer whether registered with the RCC or not.
- m. **“Proxy”** refers to the act of authorizing another person, via an email to the RCC Email ID or RCC WhatsApp group, to vote on a particular matter on his/her behalf.
- n. **“Recruitment Process”** means the process which shall refer to all activities including correspondence, soliciting and sending applications, arranging for on/off campus interviews, clerkships or other similar opportunities, directed towards securing employment of the applicants with employers.
- o. **“Sensitive Information”** means and includes any information held by any applicant or RCC member which, through alteration, misuse or disclosure, whether directly or indirectly, may obstruct, disrupt, adversely affect or prejudice the Recruitment Process of any applicant.
- p. **“Simple Majority”** means consent of more than half of the RCC members present and voting.
- q. **“Special Majority”** means consent of two-thirds of the RCC members present and voting.
- r. **“University”** means the Maharashtra National Law University, Nagpur established by the Maharashtra National Law University Act, 2014 (Maharashtra Act No. VI of 2014).
- s. **“Vetted CV”** has the same meaning as under the Vetting Regulations. See, **ANNEXURE-II**
- t. **“Vetting”** means verification of the contents in the CV of an applicant as under the Vetting Regulations. See, **ANNEXURE-II**.
- u. **“Vice-Chancellor”** means the Vice-Chancellor of the Maharashtra National Law University, Nagpur.

CHAPTER II COMPOSITION OF THE RCC

- 3. The Vice-Chancellor shall be the patron of the RCC.
- 4. There shall be a nominee of the Vice-Chancellor from the full-time faculty who will be a faculty advisor.
- 5. The RCC members shall be selected from the two senior-most batches of the undergraduate program.
- 6. The RCC members shall be selected through a screening process as mentioned in Chapter III of this Constitution.
- 7. The RCC shall at all times consist of odd number of active members.
- 8. In case any RCC member resigns or is impeached, a screening process may be undertaken to fill the vacancy as mentioned in Chapter III of this Constitution.

CHAPTER III SELECTION OF MEMBERS

9. The following objective criteria shall be followed during selecting a member:
 - a. A Selection Committee shall be constituted by the Vice-Chancellor comprising of the Faculty Advisor and two externals having prior experience in recruitment.
 - b. The two externals in consultation with the Faculty Advisor shall short-list the candidates on the basis of their CV and a statement of purpose of 1000 words.
 - c. The two externals shall conduct a personal-interview of the shortlisted candidates, and shall record in writing the objective criteria followed by them.
Explanation: In case of a tie, preference shall be given to the combined marks obtained by the candidates in their respective CV and statement of purpose. In case of a continuing tie, the Vice-Chancellor shall have the final say.
 - d. The final list of the members shall be released by the Office of the Vice-Chancellor.

CHAPTER IV FUNCTIONS OF THE RCC

10. The RCC shall be the only committee in the University with the power, authority and duty to regulate the employment for the students of the University.
11. The RCC shall perform the function of contacting various employers for the purpose of securing employment for the students of the University.
12. The RCC shall collect the applications of the students for sending them to any employer.
13. The RCC shall have the power to amend, repeal or suspend the application of all or any of the regulations herein contained provided such reasons are recorded in writing.
14. The RCC shall deal with the necessary aspects of disqualification process of any applicant with due adherence to Chapter IX of this Constitution.

CHAPTER V RIGHTS, DUTIES AND LIABILITIES OF THE RCC

15. **Accountability:** Any individual member of the RCC will not be allowed to approach any employer independently without the consent of the majority of the RCC members.
16. **Confidentiality:** The RCC members are required to maintain strict confidentiality with respect to the Committee's discussions, unpublished correspondence with the employers, and all forms of sensitive information.
Provided that, any disclosure made by an RCC member in good faith in the normal course of duty shall not be in breach of confidentiality.
17. **Disclosure Requirement:** If any employer approaches or expresses interest concerning recruitment to any member of the RCC, it shall be the duty of that member to disclose such communication to the RCC.
18. **Conflict of Interest**
 - a. Only those members of the RCC, who are not personally applying to a specific employer, may act as liaison between the Batch and such employer. Such members would only qualify to conduct the vetting process.
 - b. Any deviance from clause (a) shall be permitted only through a vote by a simple majority undertaken in the meeting.
19. **Impeachment of the RCC Member:** Where any RCC member is of the opinion that

any other member(s) of the RCC has engaged in any such conduct which is in violation of the provisions of this Constitution and any regulations and bylaws notified thereof, the same shall be brought up before the RCC and if the RCC, by a special majority agrees, it shall make its recommendation and lay down the same before the Vice-Chancellor; based on which he can decide upon the impeachment of the said RCC member following the procedures as given in Chapter IX of this Constitution.

Explanation 1: The member(s) against whom the action is being brought cannot vote upon the said issue. However, the member in question will be given an opportunity to explain himself/herself both before the RCC and before the Vice-Chancellor.

Explanation 2: All members of the RCC shall be present for impeachment proceedings.

20. **Resignation by the RCC Member:** Resignation by the RCC member(s) shall be in the form of a written and signed letter/e-mail, addressed to the Vice-Chancellor and the RCC.
21. **Power to make Regulations:** The RCC shall from time to time make regulations under the Constitution.

CHAPTER VI RIGHTS, DUTIES AND LIABILITIES OF APPLICANTS

22. **Duty to Maintain Confidentiality:** Every Applicant shall maintain strict confidentiality with respect to all sensitive information communicated to him/her by the RCC and shall not communicate such sensitive information to members of the junior, senior or the same batch of the University, or to students of other law schools, acquaintances in law firms, etc. No Applicant shall place any sort of Sensitive Information relating to the Recruitment Process on any online public forum/blog/discussion/portal or social networking website or any other such domain. An applicant found to be in contravention of this provision shall be subjected to strict disciplinary action.
23. **Disclosures:** Any Offer of employment received by an applicant outside of the Recruitment Process of the RCC must be disclosed to the RCC as soon as the applicant gains knowledge of the same. An applicant found to be in contravention of this provision shall be subjected to strict disciplinary action.
24. **Right to Seek Information:** Any applicant may, through a request made in writing or via electronic mail, exercise his/her right to seek from the RCC, information or correspondence between the RCC and any employer, and the minutes of the meetings of the RCC insofar as such information, correspondence or minutes of the meetings concern the applicant directly.

Explanation: Information, correspondence or minutes of the meetings are said to concern an applicant directly if it pertains to his/her recruitment application made by the RCC on his/her behalf or to any employment offered to the applicant.

Provided that, where the information requested for by the applicant necessarily involves divulgence of information concerning other applicants as well, then the same

may only be disclosed by the RCC once the applicant obtains the consent of all the other applicants so concerned.

The RCC reserves the right to disclose such information on the condition of confidentiality, if such information constitutes sensitive information which must be kept confidential in the best interests of the entire body of applicants.

CHAPTER VII MEETING

25. **Quorum for the RCC Meeting:** The quorum for meetings of the RCC shall be minimum of 2/3rd members out of the total number of members of the RCC.
Explanation: An emergency meeting can be conducted by one-third or more committee members as and when such contingency arises, provided that it has been intimated on the RCC instant messaging group.
26. **Attendance in Committee Meetings:** All meetings shall be attended by the members of the Committee. If any member fails to attend a meeting, such person shall give valid reasons for the same at the next meeting.
Provided that, if any member fails to attend three consecutive meetings without giving any valid reason in advance, his/her membership shall be deemed to be cancelled and such membership will be construed as vacant.
27. **Minutes of meetings:** The RCC shall maintain minutes of all meetings of the RCC, and the said minutes shall be posted on the RCC Official Email ID and Office file shall be maintained.
28. **Decisions of the RCC:** All decisions in the RCC meetings, depending on the nature of the decisions, are to be taken either by a simple majority or by a special majority of the number of members present and voting.
Explanation 1: In case of a tie, the Faculty Advisor of the RCC will have one casting vote.
Explanation 2: A member can vote by way of proxy, provided that, a valid reason to allow such proxy voting is recorded in advance by the RCC.
29. **Suo Motu Reopening of the decisions by the RCC:** Once decisions have been taken by a majority of votes as per the above-mentioned provisions, those decisions may be 're-opened' at any time, if a simple majority of the RCC so votes and exceptional circumstances so require.
Explanation: Circumstances may be deemed 'exceptional' only if, in the opinion of a simple majority of the RCC members, it affects a majority of the Applicants in the concerned proceedings.
30. **Compulsory Meeting**
 - a. All the members of RCC as mentioned under Chapter II of the Constitution shall meet at least twice a month.
 - b. Notwithstanding Clause (a), in the case of urgency, the members of the RCC as mentioned under Chapter II shall meet as early as possible.
 - c. The Vice-Chancellor, when present, will chair the meeting. In the absence of the Vice-Chancellor, his nominee could chair the meeting.

CHAPTER VIII RECRUITMENT

31. **One Employment Policy**

- a. No Applicant shall at any time be allowed to confirm or hold more than one Offer of employment or any such similar term as used by the employer.
 - b. Notwithstanding anything contained in this Chapter, it shall be the duty of every applicant to inform the RCC as soon as that applicant gets a standing Offer and/or Pre-Placement Offer from any employer.
32. **Pre-Placement:** Any applicant, who has received a Pre-Placement Offer from any employer, shall not be eligible for the Recruitment Process, unless he rejects that Pre-Placement Offer.

CHAPTER IX INQUIRY PROCEDURE

33. Inquiry procedure prescribed in this Chapter shall be applicable for every disciplinary action initiated under this Constitution.
34. Any Inquiry under this Chapter shall be initiated by a resolution passed with a special majority of the RCC.
35. The Inquiry against any applicant, member or any other student shall be subjected to the provisions of this Constitution and regulations made thereafter.
36. For an Inquiry to be conducted, the RCC shall request the Vice-Chancellor to form an Inquiry Committee consisting of at least three faculty members of the University. The Inquiry Committee as far as possible shall consist of minimum one female faculty member.
37. The Inquiry Committee shall exclusively conduct such an inquiry and shall be provided with proper assistance and co-operation from the RCC.
38. The Inquiry Committee shall provide all the necessary stakeholders an equal and adequate opportunity to present their case which may be done either through personal hearings or through written submissions or both.
39. The Inquiry Committee shall ensure fairness in the proceedings and the proceedings shall be in camera and strictly confidential.
40. Within six working days of the completion of the inquiry proceedings, the Inquiry Committee shall make a detailed report and the same shall be submitted to the Vice-Chancellor.
41. The Vice-Chancellor has the power to take the appropriate disciplinary action on the basis of the recommendations given by the Inquiry Committee.
42. Basing on that disciplinary action, a Review can be filed by the aggrieved person before the Vice-Chancellor.

CHAPTER X MISCELLANEOUS

43. **Dispute Resolution**
Any dispute, whatsoever, with regards to the interpretation of the Constitution or any subsequent regulations thereof provided by the RCC or with regards to the workings of the RCC shall be resolved solely by the RCC Members. In case of a dispute concerning an RCC Member, that member shall not constitute part of the dispute resolution process.
44. **Appeal to the Vice-Chancellor**
In the event of dissatisfaction with the decision of the RCC, the concerned person may

appeal against such decision before the Vice-Chancellor, and the decision of the Vice-Chancellor shall be final and binding.

45. **Residuary Clause**

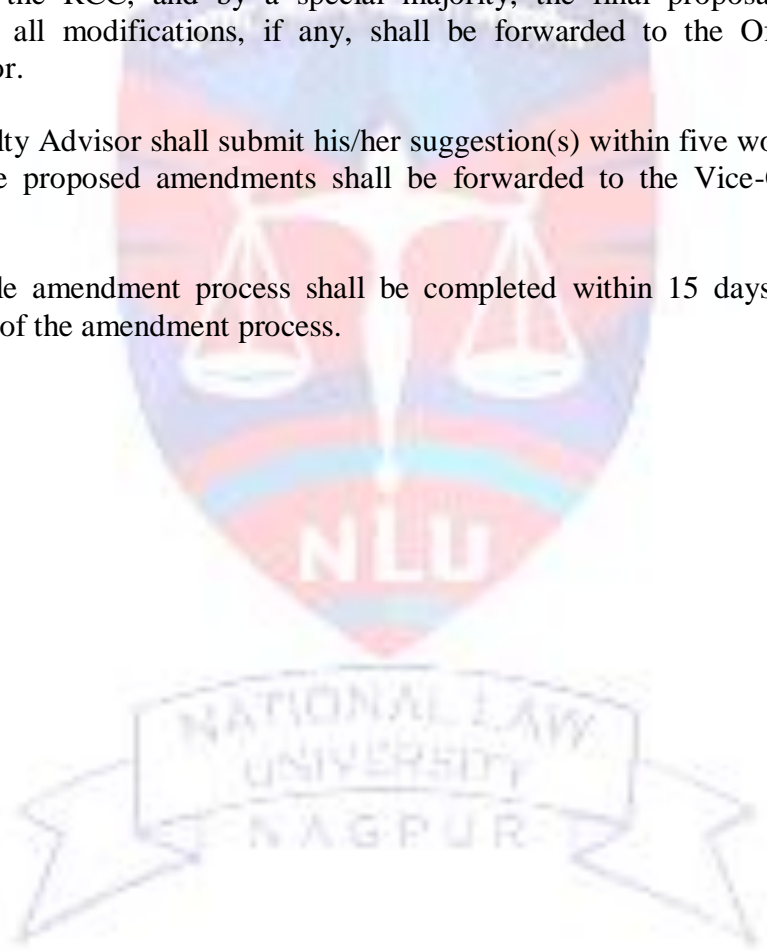
Subject to any provision in this Constitution requiring a decision for the applicants, contained hereinabove, the RCC in good faith may take any decision or action in relation to recruitments which it deems to be in the best interest of the entire batch and such decisions shall be final and binding. Such decisions shall be required to be documented along with reasons/grounds for the same.

46. **Saving Clause**

Amendment to the Provisions of this Constitution: Any amendment to any of the provisions of this Constitution or of any subsequent regulation thereof shall be initiated through a vote within the RCC by a special majority. The proposed amendments shall be submitted to the Faculty Advisor for his/her suggestion(s) which shall be deliberated upon by the RCC, and by a special majority, the final proposal of amendments, including all modifications, if any, shall be forwarded to the Office of the Vice-Chancellor.

The Faculty Advisor shall submit his/her suggestion(s) within five working days, failing which the proposed amendments shall be forwarded to the Vice-Chancellor for his approval.

The whole amendment process shall be completed within 15 days from the date of initiation of the amendment process.



ANNEXURE-I

MNLU, Nagpur: RCC Subscription Understanding 2020-21

RCC SUBSCRIPTION UNDERSTANDING

This RCC Subscription Understanding is entered into, and shall be effective as on 1st June 2020, by and between the Recruiter Co-ordination Committee, 2020-21 and such students of the Batch as have signed this Understanding.

WHEREAS the members of the Recruitment Coordination Committee 2020-21 [RCC] are appointed through a selection procedure to facilitate and administer the Recruitment Process, upon duly receiving mandate to do so from the 2021 graduating batch of the University.

AND WHEREAS, the Recruitment Coordination Committee has been validly constituted comprising of the following members:

1. Akshita Mittal
2. Ayushi Pandit
3. Himanshu Kaswa
4. Hricha Gandhi
5. Nitya Saxena
6. Prakhar Agrawal
7. Pranjal Pandey
8. Priya Gupta
9. Sonal Okhade

AND WHEREAS in furtherance of the same, the RCC is entering into this understanding with the students of the Batch interested in seeking employment opportunities for themselves through the RCC and thereby consent to facilitate the same by the RCC.

Now this RCC Subscription Understanding witnesseth as follows:

I hereby agree to be bound by the terms and conditions laid down in the Constitution and any regulations as may be prescribed by RCC from time to time.

Name:

Signature:

ANNEXURE-II

CV Vetting Regulations

1. Vetting Process

All the applicants of the recruitment process are required to send their updated CVs in the official format prescribed by the RCC, in soft copy and hard copy both, along with the documented proofs, to the RCC within seven days of announcement of the list of applicants. The RCC will verify the contents on each applicant's CV with the respective documentary proof in the window period. Once the CV has been vetted, the coordinator will inform the applicant(s) of the same and the applicant(s) will be provided a short time frame to withdraw the application, if desired.

2. Specific requirements

- The CV should be in the official format as prescribed by the RCC from time to time.
- It should not be of more than two pages.
- There should not be any colorful decorations or margins in the CV.
- After seven days of announcement of the list of applicants, there will be a window period of seven days for vetting of the applications.
- If there is any error/misrepresentation in the CV, it should be rectified within the window period. After the closure of the window period, no corrected CV would be accepted by the committee.

3. Documentary Proof required for Vetting

The applicant shall submit the following documents to the RCC in relation to items mentioned on their CV for the purposes of CV vetting:

- a) For content related to internships, a certificate of completion from the employer as proof of such internship, or any other official communication from the employer;
Provided that, only past internships will be considered as valid internships.
- b) For content related to publications and research work, a copy of the publication, or any document indicating the acceptance of such publication from the publisher publishing such research work. Further, in case of any online publication, the complete URL address to the article/book/case/statue review so published should be mentioned in the CV.
- c) For content related to any other work including work at research centres at the University, or research projects, or part of editorial board of a journal of the University, a certificate affirming the same or any other official proof indicating participation as well as affirming the exact position of the applicant in that centre.
- d) For content related to any participation in a course or a certificate or other online proof affirming the same;
Provided that only and past courses will be considered as valid
- e) For content related to participation in any moots, debates, literary events, extra-curricular activities, seminars, webinars, workshops, conferences, mediation, negotiation and conciliation competitions, a certificate affirming the same.
- f) For content relating to membership in an Organizing Committee, or volunteer work at an event, a certificate or online proof affirming the same; and the organizer of the event may also be consulted for verification;
Provided that, a scanned copy or photographic proof of certificates/documents shall be

accepted as valid documentary proof.

4. Vetting of Past Internships in Absence of Documentary Proof

Notwithstanding Clause 3, in the absence of documentary proof, the applicant shall provide the RCC with the e-mail address and/or contact number of the concerned employer, following which a member of the RCC will confirm the applicant's work either telephonically or via e-mail.

5. Misrepresentation of Content

- (i) In the event that the RCC spots any misrepresentation or misleading statements on any applicant's CV, the concerned applicant shall be asked to rectify such statement or furnish documentary proof for the same;
- (ii) In the event that rectification is not possible, or documentary proof is not available, the applicant may be asked to remove such statement.
- (iii) Such rectification and removal of the statement must be done before the window for the vetting of applications closes. Only the factually correct CV will be forwarded to the employer.

6. Adjudication Clause

In the event that any applicant has an objection to any aspect of the vetting conducted by an RCC member, the concerned applicant may approach rest of the RCC for the adjudication of the dispute.

7. Appeal to the Vice-Chancellor

In the event of a dispute related to the process of CV vetting, if the concerned applicant is not satisfied with the decision of the RCC, he/she may appeal against the decision before the Vice-Chancellor, and the decision of the Vice-Chancellor shall be final and binding.

