

National Law University Odisha ADR Reimbursement Rules 2022

1. Application and commencement

- (a)** The following rules shall be known as the National Law University Odisha (“university”) ADR Reimbursement Rules 2022 (“reimbursement rules”).
- (b)** These rules shall govern all ADR reimbursements to the teams representing the university in Category I, II and III competitions.

2. Definitions

For the purpose of the reimbursement rules, the following terms shall have the meaning as defined below unless specified otherwise:

- (a) Citations:** This shall only include the following, subject to recognition as a citation by the Organising Committee of the competition:
 - (i) Winners and Runners up team (or equivalent citations in such ADR competition)
 - (ii) Best negotiation plan or written submission
 - (iii) Best mediator in the preliminary rounds
 - (iv) Best client-counsel pair or negotiation team (whichever applicable) in the preliminary rounds
 - (v) Semi-finalists
- (b) Category I ADR Competitions:** As listed in Schedule I below and as notified by the ADR Board from time to time.
- (c) Category II ADR Competitions:** As listed in Schedule I below and as notified by the ADR Board from time to time.
- (d) Category III ADR Competitions:** As listed in Schedule I below and as notified by the ADR Board from time to time.
- (e) Sponsorship Amount:** Any sum which the team representing the university may receive, other than the reimbursement amount under the reimbursement rules itself and the sum received from the organizing committee against the citation, if any.

3. Listed competitions

Listed competitions include, apart from the schedule, any competition notified by the ADR Board.

4. Reimbursement

The reimbursement for the ADR Competitions shall be divided into the following categories, in line with the competitions specified in Schedule I:

(a) Category I ADR Competitions:

- (i) Full reimbursements: Any team representing the university in a Category I ADR Competition and receives the citation for winners or runners-up shall be entitled to full reimbursement for the costs as provided in Clause (d) below (including registration fees).
- (ii) 50% of the total costs as provided under Clause (d) below (including Registration fees) or INR 1,50,000, whichever is less: Any team representing the university and qualifying the National challengers (either CV-based, SOP based, or oral rounds) for Category I ADR Competition, receiving citations other than Winners or Runners Up, shall be entitled to 50% of the total costs for the heads as provided under Clause (d) below or INR 1,50,000 (including Registration fees), whichever is less.
- (iii) Certain expenses + registration fees: Any team representing the university in a Category I ADR Competition and does not fall under aforementioned clause (a)(i) and (a)(ii) provided above, shall be entitled to the following:
 - a. Registration fees.
 - b. 10% of the total costs as specified under Clause (d) below

(b) Category II ADR Competitions:

- (i) Full reimbursement: Any team representing the university in a Category II ADR Competition and receives the citation for winners or runners-up shall be entitled to full reimbursement for the costs as provided in Clause (d) below (including registration fees).
- (ii) Registration fees + 50% of the total costs as provided under Clause (d) up to a maximum of INR 8,000: Participants winning citations other than Winners or Runners Up.

- (iii) 50% of the total costs as provided under Clause (d) up to a maximum of INR 8,000 (this shall be inclusive of the Registration fees): Any team representing the university in Category II ADR Competition and does not fall under Clause (i) and (ii) provided above.

(c) Notification based ADR Competitions: This includes competitions notified by the board under Category III. Participants representing the university for such competitions shall not be entitled for any reimbursements (for illustration, ADR competitions conducted along with fests).

(d) Costs considered by the Board for calculation of actuals:

- (i) Travel allowance (Flight expenses of Economy Class in case of Category I and train expenses of 3rd AC in case of Category II)
- (ii) Accommodation

5. Disbursement

Each team seeking reimbursement under the rules must present a reimbursement form, as provided under Schedule II, and must follow the following levels:

- (a) First level: Treasurer, ADR Board
- (b) Second level: Faculty Advisor(s), ADR Board
- (c) Third level: Section officer

Schedule I: ADR Competitions

1. CATEGORY I

All such **International ADR competitions** as specified by the ADR Board for which the Board has conducted challengers or quality check (as the case may be) upon receiving a pre-invite from the organizing committee shall be deemed as category I competitions.

2. CATEGORY II

All such **National/International ADR competitions** as specified by the ADR Board for which the Board has conducted Intra-University Mediation and Negotiation Competition, internal challengers or quality check (as the case may be) upon receiving a pre-invite from the organizing committee shall be deemed as Category II competitions.

c. CATEGORY III

All such ADR competitions for which the ADR Board has not conducted any evaluation process (challengers or quality check) to send any particular team to represent the university in the main competition shall be deemed as category III competitions.

Schedule II: Reimbursement Form

To,

The Registrar,

National Law University Odisha

Date:

Subject: Reimbursement claims for ADR Competition.

Respected Sir/Ma'am,

The following team requests you to consider the application for reimbursement of expenses incurred in ADR Competition.

Name of the ADR Competition:

Dates of the ADR Competition:

Category of the ADR Competition:

Team Members:

- 1.
- 2.
- 3.
- 4.
- 5.

Position in the ADR Competition and/or achievement(s):

TYPE	PARTICULARS	EXPENSES INCURRED	AMOUNT CLAIMED
REGISTRATION FEES			
TRAVEL EXPENSES			
PRINTING EXPENSES			
OTHER EXPENSES (IF ANY)			
TOTAL			
DECLARATION OF SPONSORSHIP AMOUNT (YES/NO)			

To support our claims, the following documents have been attached:

- i. Certified and Original receipt of payment of the registration fees;
- ii. Certified Copy of the travel tickets;
- iii. Certified and Original receipts of other amounts claimed;
- iv. Certified Copy of participation and/or merit certificates.

We hereby request you to consider our request and do the needful. Reimbursement amount payable to:

Name:

Contact Number:

Signature of the Treasurer

Signature of the Faculty Advisor

Declaration: We hereby declared that the abovementioned information is true and is claimed as per the provisions of NLUO ADR Reimbursement Rules 2022.

Signature of the team members: