

ARBITRASIA COUNCIL FOR DISPUTE RESOLUTION

INTERNAL MANAGEMENT RULES

(Adopted on [Date] and amended from time to time)

Arbitrasia Council for Dispute Resolution (Internal Management) Rules, 2026

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PART I — PRELIMINARY

Rule 1: Title and Commencement

1.1 These Rules may be called the **Arbitrasia Council for Dispute Resolution (Internal Management) Rules, 2026**.

1.2 These Rules shall come into force on such date as may be notified by the Governing Council.

1.3 These Rules shall govern the internal administration, management, and functioning of the Arbitrasia Council for Dispute Resolution (“Arbitrasia”).

Rule 2: Definitions

In these Rules, unless the context otherwise requires:

Term	Definition
“Act”	The Arbitration and Conciliation Act, 1996, as amended from time to time
“Arbitration Committee”	The Committee constituted under Rule 6 of these Rules
“Arbitrator”	A person appointed as an arbitrator from the Arbitrasia Panel of Arbitrators
“Arbitrasia”	The Arbitrasia Council for Dispute Resolution
“Chairperson”	The Chairperson of the Governing Council
“Governing Council”	The Governing Council constituted under Rule 3 of these Rules
“Mediator” or “Conciliators”	A person appointed as a mediator from the Arbitrasia Panel of Mediators and Conciliators
“Panel of Arbitrators”	The Panel of Arbitrators prepared and maintained in accordance with Rule 9 of these Rules
“Panel of Mediators/Conciliators”	The Panel of Mediators /conciliators prepared and maintained in accordance with Rule 10 of these Rules
“Registrar”	The Registrar appointed under Rule 7 of these Rules
“Vice-Chairperson”	The Vice-Chairperson of the Governing Council

PART II — GOVERNING COUNCIL

Rule 3: Constitution of the Governing Council

3.1 There shall be a **Governing Council** consisting of members appointed by the Directors of Arbitrasia.

3.2 The Governing Council shall initially consist of **3 to 5 members**, with the following composition:

Sl. No.	Category	Number	Mode of Appointment
1	Chairperson	1	Appointed by the Directors
2	Vice-Chairperson	1	Appointed by the Directors
3	Legal Expert / Member	1	Appointed by the Directors
4	Industry / Independent Member	1	Appointed by the Directors
5	Directors (ex-officio)	1–2	By virtue of being Directors

3.3 The Directors may increase the strength of the Governing Council to up to **11 members** as and when considered necessary.

3.4 Qualifications for Governing Council Members:

Position	Qualification
Chairperson	A person of eminence with special knowledge and experience in arbitration, law, commerce, or industry. Preferably a retired Judge or Senior Advocate with minimum 15 years of experience.
Vice-Chairperson	A person of eminence with special knowledge and experience in arbitration, law, commerce, or industry.
Legal Expert	An Advocate or Solicitor with minimum 10 years of practice, specializing in commercial and arbitration law.
Industry / Independent Member	A person of repute with expertise in finance, commerce, industry, or administration.

3.5 Term of Office:

- The term of the Chairperson, Vice-Chairperson, and appointed members shall be **three (3) years**, renewable.
- Directors shall hold office by virtue of their position.

3.6 Meetings of the Governing Council:

- The Governing Council shall meet at least **once every quarter**.
- Meetings shall be presided over by the Chairperson, and in their absence, by the Vice-Chairperson.
- The quorum for a meeting shall be **one-third of the total members**.
- Decisions shall be taken by a **simple majority** of members present and voting.
- In case of a tie, the Chairperson (or the person presiding) shall have a **casting vote**.

3.7 Powers and Functions of the Governing Council:

- To formulate and approve policies for the administration of Arbitrasia
- To appoint the Registrar and other key functionaries
- To approve the annual budget and audited accounts
- To approve amendments to the Arbitration Rules, Mediation Rules, and these Internal Management Rules
- To oversee the functioning of the Arbitration Committee and the administration generally
- To take decisions on matters of strategic importance

3.8 Removal of Governing Council Members:

A member of the Governing Council may be removed from office by the Directors if:

- (a) They cease to meet the eligibility criteria for their position;
- (b) They are declared to be of unsound mind or become incapacitated;
- (c) They are convicted of any criminal offense involving moral turpitude;
- (d) They fail to attend three consecutive meetings of the Governing Council without sufficient cause;
- (e) They have acted in a manner that is prejudicial to the interests of Arbitrasia;
- (f) They have violated the Code of Conduct for Governing Council Members.

3.9 Before removing a member under this Rule, the Directors shall:

- (a) Give the member written notice of the proposed removal and the grounds therefor;
- (b) Provide the member an opportunity to be heard within fifteen (15) days of receipt of the notice;
- (c) Consider the member's response before making a final decision.

3.10 The decision of the Directors shall be final and shall be recorded in writing.

PART III — ARBITRATION COMMITTEE

Rule 4: Constitution of the Arbitration Committee

4.1 There shall be an **Arbitration Committee** consisting of:

Sl. No.	Category	Number	Mode of Appointment
1	Chairperson of Arbitration Committee	1	Appointed by the Governing Council
2	Registrar (ex-officio)	1	By virtue of office
3	Legal Expert	1	Appointed by the Governing Council
4	Industry / Independent Member	1	Appointed by the Governing Council

4.2 The total strength of the Arbitration Committee shall be **not less than 3 and not more than 5 members**.

4.3 Qualifications for Arbitration Committee Members:

Position	Qualification
Chairperson of Arbitration Committee	A person with minimum 10 years of experience in arbitration, law, or dispute resolution, preferably a retired Judge or Senior Advocate
Legal Expert	An Advocate or Solicitor with minimum 10 years of practice, specializing in commercial and arbitration law
Industry / Independent Member	A person with minimum 10 years of experience in commerce or industry, with knowledge of dispute resolution

4.4 Term of Office:

- The term of the Chairperson and members of the Arbitration Committee shall be **three (3) years**, renewable.

4.5 Meetings of the Arbitration Committee:

- The Arbitration Committee shall meet as and when required.
- Meetings shall be presided over by the Chairperson of the Arbitration Committee.
- The quorum for a meeting shall be **two members**.
- Decisions shall be taken by a **simple majority**.

4.6 Powers and Functions of the Arbitration Committee:

- To prepare and maintain the Panel of Arbitrators and Panel of Mediators
- To approve new members for empanelment and remove members for cause
- To consider and decide on challenges to arbitrators in pending cases
- To monitor the quality and timeliness of arbitral proceedings and awards
- To ensure compliance with the Arbitration Rules and Code of Conduct
- To recommend amendments to the Arbitration Rules and Mediation Rules

4.7: Removal of Arbitration Committee Members

A member of the Arbitration Committee may be removed from office by the Governing Council if:

- (a) They cease to meet the eligibility criteria for their position;
- (b) They are declared to be of unsound mind or become incapacitated;
- (c) They are convicted of any criminal offense involving moral turpitude;
- (d) They have acted in a manner that is prejudicial to the interests of Arbitrasia;
- (e) They have failed to perform their functions satisfactorily.

4.8 Before removing a member under this Rule, the Governing Council shall:

- (a) Give the member written notice of the proposed removal and the grounds therefor;
- (b) Provide the member an opportunity to be heard within fifteen (15) days of receipt of the notice;
- (c) Consider the member's response before making a final decision.

4.9 The decision of the Governing Council shall be final and shall be recorded in writing.

PART III-A — DELEGATION AND SUPPORT STAFF

Rule 5: Delegation of Functions by the Registrar

5.1 The Registrar may, with the approval of the Governing Council, delegate any of their functions under these Rules or under the Arbitration Rules or Mediation Rules to any officer or employee of Arbitrasia.

5.2 Any person to whom functions are delegated shall perform such functions under the supervision and control of the Registrar.

5.3 The Registrar shall remain responsible for all acts done by persons to whom functions are delegated.

5.4 The following functions may be delegated:

- (a) Receipt and acknowledgment of communications
- (b) Maintenance of case files and records
- (c) Issuance of routine notices and communications
- (d) Management of the member directory
- (e) Management of the Panel of Arbitrators and Panel of Mediators
- (f) Scheduling of hearings and meetings
- (g) Such other administrative functions as the Registrar may determine

Rule 6: Support Staff

6.1 The Governing Council may appoint such support staff as may be necessary for the efficient functioning of Arbitrasia.

6.2 Support staff may include:

- (a) Administrative Assistant
- (b) IT support (which may be outsourced)
- (c) Legal Counsel (which may be outsourced)
- (d) Accounts and Finance support (which may be outsourced)

6.3 All support staff shall function under the supervision and control of the Registrar.

6.4 The Governing Council may outsource such functions as IT, legal advisory, accounts, and marketing to external vendors.

PART IV — REGISTRAR

Rule 7: Appointment of Registrar

7.1 There shall be a **Registrar** appointed by the Governing Council.

7.2 The Registrar shall be a person with:

- A **Bachelor's degree in Law (LL.B.)** from a recognized university
- Minimum **5 years** of experience in arbitration, litigation, or alternative dispute resolution management
- Knowledge of the Arbitration and Conciliation Act, 1996
- Administrative and case management skills

7.3 The Registrar shall be appointed for a term of **three (3) years**, renewable.

7.4 A Director may be appointed as Registrar, provided they meet the qualifications set out in Rule 7.2.

Rule 8: Functions of the Registrar

8.1 The Registrar shall:

- Receive and process Requests for Arbitration and Requests for Mediation
- Administer arbitration and mediation cases
- Maintain records of all proceedings
- Communicate with parties, arbitrators, and mediators
- Appoint arbitrators and mediators in specific cases from the approved Panels
- Maintain an up-to-date Panel of Arbitrators and Panel of Mediators
- Perform such other functions as may be assigned by the Governing Council or the Arbitration Committee

8.2 The Registrar shall also perform the functions of the **Secretary-General** and shall be the principal officer for administrative purposes.

8.3 The Registrar shall be the **ex-officio member** of the Arbitration Committee without voting rights.

8.4 The Registrar shall have the power to authenticate arbitral awards rendered under the Arbitrasia Arbitration Rules.

8.5: Removal of Registrar

The Registrar may be removed from office by the Governing Council if:

- (a) The Registrar ceases to meet the qualifications set out in Rule 7;
- (b) The Registrar is found to have acted with bias or partiality;
- (c) The Registrar is found to have violated the Code of Conduct;
- (d) The Registrar is convicted of any criminal offense involving moral turpitude;
- (e) The Registrar is declared insolvent or of unsound mind;
- (f) The Registrar has failed to perform their functions satisfactorily.

8.6 Before removing the Registrar under this Rule, the Governing Council shall:

- (a) Give the Registrar written notice of the proposed removal and the grounds therefor;
- (b) Provide the Registrar an opportunity to be heard within fifteen (15) days of receipt of the notice;
- (c) Consider the Registrar's response before making a final decision.

8.7 The decision of the Governing Council shall be final and shall be recorded in writing.

PART V — PANEL OF ARBITRATORS

Rule 9: Preparation and Maintenance of Panel of Arbitrators

9.1 The Arbitration Committee shall prepare and maintain a **Panel of Arbitrators** consisting of qualified and experienced persons.

9.2 Empanelment Categories and Eligibility Criteria:

Category	Eligibility Criteria
Entry-Level / Junior Panel	Minimum 3 years of professional experience in law, finance, engineering, or related fields.
Regular Panel	Minimum 7–10 years of professional experience with demonstrable exposure to Arbitration and Mediation (ADR), including handling disputes, negotiations, or advisory roles.
Senior Panel	12+ years of professional experience, or Retired Judges / Senior Professionals with extensive exposure to ADR and dispute resolution.

9.3 General Requirements:

- Good moral character and integrity, and have experience and understanding of ADR
- Must not have any pending or past criminal convictions, nor be subject to disciplinary action by any professional body
- Age: **25 to 75 years**

9.4 Application and Empanelment Procedure:

- Any person meeting the eligibility criteria may apply in the prescribed form
- The application shall be accompanied by:
 - Curriculum Vitae
 - Copies of professional qualifications
 - Experience certificates
 - A declaration of independence and impartiality
- The Arbitration Committee shall review applications and recommend names for empanelment
- The name of the approved arbitrator shall be added to the Panel of Arbitrators

9.5 Tenure of Empanelment:

- Empanelment shall be for a period of **three (3) years**, renewable.

9.6 Removal from Panel:

- An arbitrator may be removed from the Panel by the Arbitration Committee if:
 - The arbitrator ceases to meet the eligibility criteria
 - The arbitrator is found to have acted with bias or partiality
 - The arbitrator is found to have violated the Code of Conduct
 - The arbitrator is convicted of any criminal offense involving moral turpitude
 - The arbitrator is declared insolvent or of unsound mind

- The decision of the Arbitration Committee to remove an arbitrator shall be taken after providing the arbitrator an opportunity to be heard.

9A Direct Empanelment in Senior Panel

- (a) Retired Judges of the Supreme Court of India and High Courts shall be directly empaneled in the Senior Panel.
- (b) Senior Advocates with minimum 15 years of practice shall be directly empaneled in the Senior Panel.
- (c) Persons of eminence with recognized expertise in arbitration, mediation, or conciliation may be directly empaneled in the Senior Panel by the Arbitration Committee.

9B Transition from Junior to Regular Panel

- (a) A neutral empaneled in the Junior Panel may, after completing three (3) years of empanelment and demonstrating satisfactory performance, apply for reclassification to the Regular Panel.
- (b) The decision for reclassification shall be made by the Arbitration Committee based on performance, feedback, training, and experience.

9C Transition from Regular to Senior Panel

- (a) A neutral empaneled in the Regular Panel may, after completing five (5) years of empanelment and demonstrating exceptional performance, apply for reclassification to the Senior Panel.
- (b) The decision for reclassification shall be made by the Arbitration Committee based on the criteria set out in Rule 9B(b).

PART VI — PANEL OF MEDIATORS AND CONCILIATORS

Rule 10: Preparation and Maintenance of Panel of Mediators

10.1 The Arbitration Committee shall prepare and maintain a **Panel of Mediators and Conciliators** consisting of qualified and experienced persons.

10.2 Empanelment Categories and Eligibility Criteria:

Category	Eligibility Criteria
Entry-Level / Junior Panel	Minimum 3 years of professional experience in law, finance, engineering, or related fields.
Regular Panel	Minimum 7–10 years of professional experience with demonstrable exposure to Mediation, Conciliation, or Arbitration (ADR) , including handling disputes, negotiations, or advisory roles.
Senior Panel	12+ years of professional experience, or Retired Judges / Senior Professionals with extensive exposure to ADR and dispute resolution.

10.3 Additional Requirements:

- Good moral character and integrity, and have experience and understanding of ADR
- Must not have any pending or past criminal convictions, nor be subject to disciplinary action by any professional body
- Such other qualifications as may be prescribed by the Arbitration Committee from time to time
- Age: 25 to 75 years

10.4 Application and Empanelment Procedure:

- Any person meeting the eligibility criteria may apply in the prescribed form
- The application shall be accompanied by:
 - Curriculum Vitae
 - Copies of professional qualifications
 - Experience certificates
 - A declaration of independence and impartiality
- The Arbitration Committee shall review applications and recommend names for empanelment

10.5 Tenure and Removal:

- Empanelment shall be for a period of **three (3) years**, renewable
- Removal from the Panel shall be governed by the same principles as applicable to arbitrators under Rule 9.6

PART VII — FEES AND ACCOUNTS

Rule 11: Administrative Costs and Fees

11.1 The Governing Council shall, from time to time, prescribe the Administrative Costs and Fees for:

- Arbitration proceedings
- Mediation proceedings
- Empanelment of arbitrators and mediators
- Membership fees
- Training programs
- Other services

11.2 The Schedule of Fees shall be published on the Arbitrasia website.

Rule 12: Accounts and Audit

12.1 The accounts of Arbitrasia shall be maintained in accordance with the Companies Act, 2013.

12.2 The accounts shall be audited annually by a Chartered Accountant appointed by the Governing Council.

12.3 All surplus funds shall be reinvested in the objects of Arbitrasia.

PART VIII — CODE OF CONDUCT FOR ARBITRATORS

Rule 13: Code of Conduct for Arbitrators

All arbitrators empaneled with Arbitrasia shall adhere to the following Code of Conduct:

13.1 Independence and Impartiality:

- An arbitrator shall be independent and impartial and shall act fairly toward all parties.

13.2 Disclosure:

- An arbitrator shall disclose any circumstances that may give rise to justifiable doubts as to their independence or impartiality. The duty to disclose continues throughout the arbitration.

13.3 Confidentiality:

- An arbitrator shall maintain confidentiality of all proceedings, documents, and deliberations.

13.4 No Ex Parte Communications:

- An arbitrator shall not communicate with any party in the absence of the other party, except on administrative matters.

13.5 Diligence:

- An arbitrator shall conduct proceedings diligently and without unnecessary delay.

13.6 Fees:

- An arbitrator shall charge fees in accordance with the Schedule of Fees.

13.7 Compliance:

- An arbitrator shall comply with the Act, the Arbitration Rules, and these Rules.

PART IX — CODE OF CONDUCT FOR MEDIATORS AND CONCILIATORS

Rule 14: Code of Conduct for Mediators and Conciliators

All mediators and conciliators empaneled with Arbitrasia shall adhere to the following Code of Conduct:

14.1 Independence and Impartiality:

- A mediator/conciliator shall be independent and impartial and shall act fairly toward all parties.

14.2 Disclosure:

- A mediator/conciliator shall disclose any circumstances that may give rise to justifiable doubts as to their independence or impartiality.

14.3 Confidentiality:

- A mediator/conciliator shall maintain confidentiality of all mediation proceedings and documents.

14.4 Role of Mediator/Conciliator:

- A **mediator** shall act as a facilitator, assisting the parties to resolve their differences.
- A **conciliator** shall apply the provisions of the Arbitration and Conciliation Act, 1996 insofar as they relate to conciliation, and may make proposals for settlement and formulate or re-formulate the terms of a possible settlement.
- A mediator or conciliator shall not act as a judge or impose a solution on the parties.
- A mediator or conciliator shall not act as an arbitrator in the same dispute.

14.5 No Ex Parte Communications:

- A mediator or conciliator shall not communicate with any party in the absence of the other party.

14.6 Fees:

- A mediator or conciliator shall charge fees in accordance with the Schedule of Fees.

PART X — MISCELLANEOUS PROVISIONS

Rule 15: Conflict of Interest

15.1 Any member of the Governing Council, Arbitration Committee, or any functionary of Arbitrasia shall disclose any conflict of interest in any matter before Arbitrasia.

15.2 A person having a conflict of interest shall recuse themselves from participation in the decision-making process in that matter.

Rule 16: Resignation

16.1 Any functionary of Arbitrasia, including members of the Governing Council, Arbitration Committee, and the Registrar, may resign from their position by giving written notice to the appointing authority.

16.2 The resignation shall take effect upon acceptance by the appointing authority, or upon the expiry of [30] days from the date of resignation, whichever is earlier.

Rule 17: Interpretation

17.1 In case of any doubt or dispute regarding the interpretation of these Rules, the decision of the Governing Council shall be final.

Rule 18: Amendment of Rules

18.1 These Rules may be amended by the Governing Council.

18.2 Notice of any amendment shall be published on the Arbitrasia website.

PART XI — SUMMARY OF KEY APPOINTMENTS

Position	Appointing Authority	Term	Eligibility
Governing Council Chairperson	Directors	3 years, renewable	Eminent person, retired Judge or Senior Advocate
Governing Council Members	Directors	3 years, renewable	Legal Expert, Industry/Independent Member
Registrar	Governing Council	3 years, renewable	LL.B., 5+ years experience
Arbitration Committee Chairperson	Governing Council	3 years, renewable	10+ years arbitration experience
Arbitration Committee Members	Governing Council	3 years, renewable	Legal Expert, Industry/Independent Member
Panel of Arbitrators	Arbitration Committee	3 years, renewable	As per eligibility criteria
Panel of Mediators	Arbitration Committee	3 years, renewable	As per eligibility criteria

These Rules are effective from [Date]. The Arbitrasia Council for Dispute Resolution reserves the right to amend these Rules from time to time. The latest version shall be available on the Arbitrasia website.