

## Compendium on Right to Information Act, 2005

PUBLIC AUTHORITY: Gujarat National Law University, Gandhinagar.

Updated on: - April 23, 2010

### ***Introduction:***

This compendium seeks to highlight the function and activities of the Gujarat National Law University, Gandhinagar and to promote transparency and accountability in the working of the University. The Objective of the Compendium is also to provide easy access to the public who wish to have any information relating to the functioning of the University. The information, which may be required from the Public Authority, will be made available on application in accordance with the rules framed in this regard under the Right to Information Act 2005.

The Public authority has already notified the Public Information Officer as at Section 4(1) (b) (xvi) of RTIA 2005 of this compendium.

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17.	Section 4(1)(b)(xvii)	Such other information as may be prescribed.

*Section 4(1) (b) (i) of RTIA 2005*

*The particulars of its organization, functions and duties:*

1. Gujarat National Law University (GNLU) is the statutory university established by the Govt. of Gujarat under the Gujarat National Law University Act, 2003. Gujarat National Law University seventh of its kind in India, is a Law University established by the Gujarat State Legislature unanimously under the Gujarat National Law University Act, 2003 with the aim of improving the standards of legal profession in general and legal education in particular.
2. The main objective of the University is “to advance and disseminate learning and knowledge of law and legal processes and their role in national development: to develop in the students and the research scholars sense of responsibility to serve society in the field of law by developing skills in regard to advocacy, legal services, legislation, parliamentary practice, law reforms and such other matters; to make law and legal processes efficient instruments of social development; and to promote inter-disciplinary study of law in relation to management, technology, international cooperation and development.”
3. As GNLU is the member of Common Law Admission Test (CLAT), held nation-wide, students are admitted to the LLB and LLM through the merit of CLAT Examination only. University is progressing towards the goal as visualized in Medium Term Plan 2014. Copy of the Medium Term Plan is available on the GNLU website (<http://www.gnlu.ac.in/Medium Term Plan 2014.htm>).

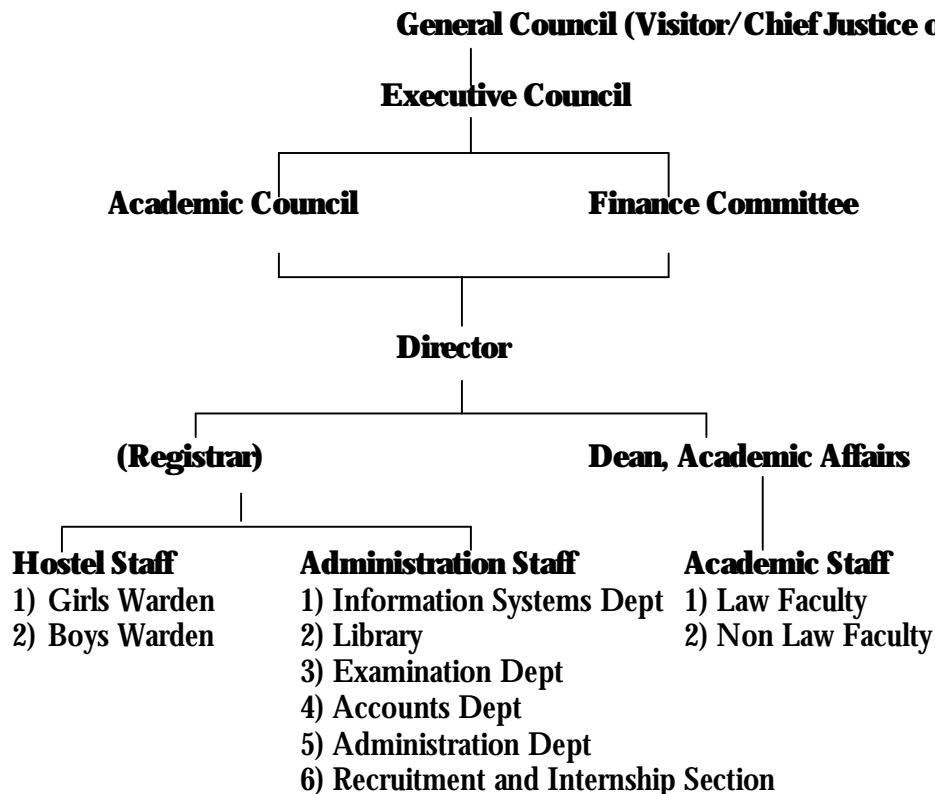
GNLU has established/will establish soon following centres under the Medium Term Plan 2014:

- 1) GNLU Centre for Private International Law
- 2) GNLU Centre for Public International Law
- 3) GNLU Centre for Sports Law
- 4) GNLU Centre for Food Security & Agro-Economy
- 5) GNLU Centre for Foreign Policy & Security Studies
- 6) GNLU Centre for Environmental Law & Climate Change
- 7) GNLU Centre for Corporate Law, Banking & Investment

GNLU has academic/research/mooting collaboration with various universities at national and international level, some of them are:

- 1) IDSE, University of Barcelona, Spain
- 2) University of Malaya, Kuala Lumpur, Malaysia
- 3) World Trade Institute, Berne, Switzerland
- 4) Bond University, Australia
- 5) Gujarat Forensic Science University, Gandhinagar
- 6) Pandit Deendayal Petroleum University, Koba
- 7) Gujarat University, Ahmedabad

4. Organizational Structure of the Gujarat National Law University, Gandhinagar is as below:



Section 4(1) (b) (ii) of RTIA 2005

The powers and duties of its officers and employees

### **ACADEMIC STAFF**

#### **Director**

- The Director shall be appointed by the General Council after considering the recommendations of the Executive Council and in consultation with the Visitor.
- The Director shall be an academic person and outstanding scholar in law with publication works of high quality to his credit. He should, in the estimation of the General Council, be capable of providing effective leadership to the University community. The Director may resign from or may be removed by the University by giving three months notice or three months pay in lieu thereof.
- The Director, subject to the specific and general directions of the Executive Council, shall exercise all the powers of the Executive Council for management and administration of the University.
- The Director shall hold office for a term of five years. He shall be eligible for re-appointed for a further term of five years only.
- The Director shall-
  - ensure that the provisions of this Act and the regulations are duly observed, and he shall have all such powers as are necessary for that purpose;
  - convene the meetings of the General Council, the Executive Council, and the Academic Council and shall perform such other functions as may be necessary to give effect to the provisions of this

Act;

- have all such powers as are necessary for proper maintenance of discipline in the University
- f) When in the opinion of the Director, an Emergency requires immediate action, he shall take such action as he deems necessary and shall report the action so taken for confirmation of the authority, to the next meeting which, in the ordinary course, would have dealt with that matter.

### **Head of Departments**

- a) Each of the Departments of the University shall have a Head of the Department
- b) The Head of the Department shall be appointed by the Executive Council and shall be principally responsible for the instructions, training and research of the Department.
- c) The Head of the Department shall be responsible to maintain the standards of instructions, research and examination in respect of the concerned Department as may be decided by the Academic Council.
- d) Where there is no head appointed, the Director shall be deemed to be the head of a Department.

### **Professors**

- a) To take classes (theory and practical) under overall supervision of the respective Head of the Department
- b) Responsible for equipment/material under his charge
- c) To assist Director/Head of the Department in research work, quality improvements programmes and guide the junior teaching staff.
- d) Such other duties and responsibilities as may be assigned by the University authority time to time.
- e) To supervise research work/project assignments.

### **Associate Professors**

- a) To take classes (theory and practical) under overall supervision of the respective Head of the Department
- b) Responsible for equipment/material under his charge
- c) To assist Professors and Head of the Department in research work and in other requirements
- d) Such other duties and responsibilities as may be assigned by the University authority time to time.
- e) To provide guidance to Asst. Professors and involvement in research works and project assignments under the supervision of the Head of the Department.

### **Assistant Professors**

- a) To take classes (theory and practical) under overall supervision of the respective Head of the Department
- b) Responsible for equipment/material under his charge
- c) Such other duties and responsibilities as may be assigned by the University authority time to time.

## **NON ACADEMIC STAFF**

### **Registrar**

- a) The Registrar shall be appointed by the Executive Council on the recommendation of a Selection Committee consisting of the Director as the Chairman and two experts to be nominated by the Executive Council.
- b) Registrar shall be a whole time officer of the University.
- c) The Registrar shall be the ex-officio Secretary to the Executive Council and the Finance Committee, but he shall not be considered to be a member of any these authorities.
- d) The Registrar shall;
  - comply with all directions and orders of the Executive Council and the Director,
  - be the custodian of the records, common seal and such other property of the University as the Executive Council may direct,

- be the Head of the administrative and ministerial staff of the University and the principal adjutant of the Director in all matters pertaining to the administration of the University.
- e) The Registrar under the instructions of the Director shall convene all the meetings. He shall take note and maintain the minutes of the meetings.
- f) The Registrar may resign from or may be removed by the University after giving three months notice or three months pay in lieu thereof.
- g) When the post of the Registrar is vacant, the Director may authorize any officer of the University to exercise such powers and perform such functions of the Registrar, as he thinks fit.

### **Planning and Coordination Officer**

- a) Reporting to the Director and Registrar on various activities planned and non- planned of the university.
- b) Responsible for providing office management services including preparation of budget to the University.
- c) Design and implement office policies
- d) Establishment of standards and procedures for smooth functioning of various departments/units
- e) Liaising with other agencies, organizations and groups
- f) Supervision of clerical and secretarial staff
- g) Planning for recruitment of staff at various levels
- h) Any other assignment as assigned by the Director

### **Accounts Officer**

- a) Maintenance of accounting and financial systems for the office, ensuring compliance with necessary regulations;
- b) Checking the requests from the staff (Academic and Non-Academic) for payment of planned/unplanned expenditures;
- c) Preparation of University's annual budget;
- d) Preparation of budget and expenditure reports for specific project activities;
- e) Assist in procurement and operations including processing purchase order, procuring all items at competitive rates;
- f) Maintenance of effective and efficient administrative & HR systems (local travel, office and equipment maintenance, record keeping);
- g) Coordination with Registrar's and Director's office on financial reporting and related issues as required;
- h) Assisting in the preparation of audits and work plans as required;
- i) Ensuring continuous availability of adequate funds for running the University;
- j) Ensuring implementation of Income Tax and TDS rules and regulations and deposit TDS timely;
- k) Ensuring fulfilment of financial needs like renewal of insurance, equipments, AMCs, renewal of lease agreement, etc;
- l) Managing electronic and paper-based project document filing systems;
- m) Maintenance of petty cash account;
- n) Arranging the logistics from Accounts Department during meetings/workshop/training;
- o) Liaising with Banks, vendors, govt. offices & other agencies with reference to financial matters; and
- p) Performing any other duties as required.

### **Assistant Administrative Officer**

- a) Managing and developing administrative, non-teaching staff within the college, including performance appraisal, discipline, role clarification and training and assisting in legal matters i.e. court cases, contracts and contractual obligations of the University
- b) Assisting in the preparation and the formulation of the University strategic plans and the implementation of such plans by ensuring efficiency and effectiveness and also ensuring compliance with all regulations and policies
- c) Responsible to maintain all records and statistics of the University and preparation and provision of Railway and Air Fare Concession forms for the students.

- d) Formulating specifications in connection with calls for quotations/tenders for procurement of services and goods, in full observance of the relevant government legislation, procedures and policies.
- e) Maintaining regular liaison with external agencies, organizations and institutions and also maintain high standards of student and faculty relations.
- f) Responsible for the administration related to University activities i.e. events, Hostel Administration etc and manage all team building activities, coordinate visitors visit and travel
- g) Ensure the efficient upkeep and maintenance of the University property and supervision of House Keeping and Security matters.
- h) Assisting in the production, printing and dissemination of information and other material for different stakeholders.
- i) Payment verification, bills verification, involved in major purchase negotiation and ensure full follow up done proactively
- j) Responsible for joining formalities, leave management, day to day administration of the University
- k) Maintaining personal files of all the employees which including increment, promotion, transfer, fixing up the pay, maintaining the attendance.
- l) Any other duties assigned by the Director or the Registrar.

### **Librarian**

- a) The Librarian shall be a whole time employee of the University
- b) The University library shall be managed by the Librarian.
- c) The Librarian shall be appointed by the Executive Council on the basis of the recommendations of the Selection Committee.
- d) The Librarian will have to select materials, organize those materials and help people use them efficiently.
- e) The Librarian will have to deal with printed resources and non-printed materials such as CDs, the internet, and computerized databases.
- f) The librarian displaying information for issuing and receiving books as well as planning and organizing programme to promote use of the library.

### **Head Information System**

- a) Manage the acquisition and implementation of hardware and software systems for instructional, research and office administration use and determines when upgrades and enhancements in hardware, software and network services are required.
- b) Manage multiple servers and workstations by ensuring proper integration and operational efficiency also manage multiple linked databases by considering security measures, data safety and integrity, disaster recovery and development.
- c) Plans and implements system security policies which include firewalls, host and client access, file permissions and user accounts.
- d) Designs and develops methods and procedures for collecting, organizing, interpreting and classifying data for input and/or retrieval.
- e) Troubleshoots network, system and application problems to identify and correct malfunctions and other operational problems.
- f) Responds to problems related to complex computer applications and systems for faculty, staff and/or students by using fact-finding procedures, knowledge of work processes and procedures and familiarity with related programming practices, application, and system software and computer and/or multimedia equipment.
- g) Provides technical guidance and instruction in the use of computer technologies and in the planning, design, implementation, conversion and operation of a range (i.e., business, instructional, research, multimedia, etc.) of nonstandard applications, systems and devices and servers in mixed operating environments.
- h) Diagnoses application failures and provides emergency software repairs and recommends correction action to ensure a smooth operation of the systems.

- i) Maintains application software for networked systems including local world- wide- web based systems by identifying, analyzing and correcting problems to ensure a stable and reliable operation of application systems.
- j) Develops and implements system development standards by analyzing, developing, testing and implementing common, reusable library routines in order to operate and maintain systems more effectively and productively.
- k) Monitors and manages database backups, logs and journals and installs, maintains and upgrades database software and restores and/or recovers data.
- l) Designs and implements integrated hardware and software computer and information Systems.
- m) Develop, implement, and monitor security procedures and protocols to ensure systems are protected. Manage hardware and software inventories, site and/or server licensing agreements and user access.
- n) Any other duties assigned by the University authorities.

### **Hostel Administrator**

Under the supervision and guidance of the Registrar and Chief Warden, the incumbent performs the following duties:

- a) Plans, coordinates, implements, evaluates and administers the GNLU Hostel activities including:
  - Responsible for any Maintenance Work at the Hostel
  - Administers personnel and finances and ensures timely implementation of various Hostel Affairs, etc.;
- b) Develops, implements, monitors and evaluates various Hostel programmes including:
  - Fulfill needs and solve problems of GNLU Hostel;
  - Develops detailed guidelines to execute various projects;
  - Prepares human resource needs;
  - Manages effective and efficient work execution and progress reports;
  - Report to respective authorities about the Hostel regularly;
  - Monitors the quality control of various projects at the Hostel;
- c) Acts as a lead resource mobilization officer together with Registrar to mobilize resources for various programmes and activities;

### **Academic Coordinator**

- a) Assist the Head of the Academics in the discharge of overall academic administration, financial and accounts matters.
- b) Academic Administrative support to the Examination Department if required.
- c) Drafting various project proposals for consultancies, follow up and reporting to the Head of the Academics, Registrar and Director.
- d) Coordinate various events under the supervision of concerned staff members.
- e) Any other duties assigned by the University authorities.

### **Personal Assistant to the Director**

- a) Dictation from Director and typing of the same.
- b) Drafting letters as instructed by the Director
- c) Keeping proper records of the communications at the level of Director and maintaining security of all confidential documents.
- d) Any other duties assigned by the University authorities.

### **Other Middle Level and Junior Level Administrative Staff**

They perform all their duties as instructed by their immediate supervisor or University authorities.

Section 4(1) (b) (iii) of RTIA 2005

*The procedure followed in the decision-making process, including channels of supervision and accountability:*

Director proposes action with advice from the faculty and staff members. The files are put up and routed through the Registrar, Assistant Administrative Officer and Accounts officer as the case may be to the Director for approval and thereafter if necessary for a final approval of the Executive Council.

Section 4(1) (b) (iv) of RTIA 2005

*The norms set by it for the discharge of its functions:*

The Gujarat National Law University, Gandhinagar is governed by the procedure as indicated in the Gujarat Act No.9 of 2003 which is known as Gujarat National Law University Act 2003 and in accordance with the resolutions passed by the General Council, Executive Council, Academic Council, Finance Committee and various committees from time to time. The University also follows the directives of the Ministry of Law and Justice, Government of Gujarat, the Bar Council of India and University Grants Commission and its own regulations for administrative and academic matters.

Section 4(1) (b) (v) of RTIA 2005

*The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:*

List of rules, regulations, instructions, manual and records held by public authority or under its control or used by its employees for discharging functions are:

1. Gujarat Act No.9 of 2003/ Gujarat National Law University Act 2003
2. Rules & Regulations as approved by the Executive Council and the General Council
3. Regulations of the University Grants Commission and Bar Council of Gujarat
3. Any other orders and rules prescribed by Government of Gujarat/India as applicable.

Section 4(1) (b) (vi) of RTIA 2005

*A statement of the categories of documents that are held by it or under its control:*

The University has files related to administrative, accounts and academic matters along with the references and correspondences held by/under control of the Director of Gujarat National Law University, Gandhinagar. The University also has the following reports or documents under its control:-

1. Dossiers of Faculty and Staff of the University.
2. Files relating to the functioning of the University.
3. Books of Accounts / Cash Book.
4. Registers of stock etc.
5. Examination Scripts.
6. Agenda papers and resolutions of the meetings of the University statutory bodies

Section 4(1) (b) (vii) of RTIA 2005

*The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:*

Capacity/Career Building Scheme for the students/legal practitioners are conceptualized by the University and the implementation of this scheme is executed with the support of the Government of Gujarat and University Grants Commission. The University has been conducting regular placement programme, moot courts, legal Aid services, other cultural activities, research projects, training programmes etc. during the academic sessions. Eminent Scholars, Judges, Lawyers, Government Officers, Political Leaders, international personalities and visionaries are consulted and invited for special lectures for the benefit of the students. The University offers consultancy services in the field of legal profession including training of their human resources. It also extends Resource Person supports to different Governments & Private sector enterprises as and when required. National and State Level workshops on legal awareness are conducted by the University from time to time.

Section 4(1) (b) (viii) of RTIA 2005

*A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public:*

Following are the statutory bodies of the University:-

1. The General Council.
2. The Executive Council.
3. The Academic Council.
4. The Finance Committee.

Meetings of the statutory bodies are held in following period of time or as and when required;

- The General Council meetings – once in a year.
- The Executive Council meetings – once in four months
- The Academic Council meetings – at least once in six months.
- The Finance Committee meetings – at least once in six months.

Minutes of the meeting of statutory bodies are accessible to public as and when required.

Section 4(1) (b) (ix) of RTIA 2005  
*A directory of its officers and employees:*

**Address of all employees and office Phone and Fax no. are as follows;**

Gujarat National Law University  
E-4, Electronic Estate, GIDC, Sector 26, Gandhinagar, Gujarat, India  
Office Phone: +91-79-23287157/8, Fax: +91-79-23287156  
Email: [contact@gnlu.ac.in](mailto:contact@gnlu.ac.in), [www.gnlu.ac.in](http://www.gnlu.ac.in)

<b>Sr. No.</b>	<b>Name of the Employee</b>	<b>Designation</b>	<b>Mobile No.</b>	<b>Email Address</b>
1.	Patel, Bimal Mr.	Director/Vice Chancellor	+91-9978955221	vc@gnlu.ac.in
2.	Ch. Ramesh Kumar Mr.	Registrar (I/C) and Asst. Prof. of Law	+91-8128650802	registrar@gnlu.ac.in
3.	Udapudi Shobhalata Dr.	Associate Prof. of Law	+91-8128650842	sudapudi@gnlu.ac.in
4.	Anand Saurabh Mr.	Asst. Prof. of Sociology	+91-8128650808	sanand@gnlu.ac.in
5.	Anant Deogaonkar Mr.	Asst. Prof. of Law	+91-8128650847	danant@gnlu.ac.in
6.	Badjena Sushree Sanghamitra Ms.	Asst. Prof. of Law	+91-8128650883	sbadjena@gnlu.ac.in
7.	Bhattacharjya Soma Ms.	Asst. Prof. of Law	+91-8128650867	sbattacharjya@gnlu.ac.in
8.	Biswal Mamata Dr.	Associate Prof. of Law	+91-8128650803	mbiswal@gnlu.ac.in
9.	Chandra Jagadeesh Mr.	Asst. Prof. of Law	+91-8128650841	jchandra@gnlu.ac.in
10.	Chhtrapati Devang Mr.	Asst. Prof. of Law	+91-8128650850	dchhtrapati@gnlu.ac.in
11.	Dave, Rhishikesh Mr.	Asst. Prof. of Law	+91-8128650856	rhishikesh@gnlu.ac.in
12.	Dube Pratima Ms.	Asst. Prof. of English	+91-8128650829	pdube@gnlu.ac.in
13.	Dubey Vivek Mr.	Asst. Prof. of Law	+91-8128650864	vdubey@gnlu.ac.in
14.	Dwivedi Manan Mr.	Asst. Prof. of Political Science	+91-8128650884	mdwivedi@gnlu.ac.in
15.	F. S. Sakkarnaikar Mr.	Asst. Prof. of Law	+91-8128650849	fsakkarnaikar@gnlu.ac.in
16.	Gandhi, Vikas Dr.	Asst. Prof. of Law	+91-8128650837	vgandhi@gnlu.ac.in
17.	Girish R. Mr.	Asst. Prof. of Law	+91-8128650806	rgirish@gnlu.ac.in
18.	Jabbal, Dolly Ms.	Asst. Prof. of Law	+91-8128650832	djabbal@gnlu.ac.in
19.	Kanipakam Sunitha Dr.	Asst. Prof. of Law	+91-8128650816	ksunitha@gnlu.ac.in
20.	Mathew, Thomas Mr.	Asst. Prof. of Physical Science	+91-8128650877	tmathew@gnlu.ac.in
21.	Mishra Satya Ranjan Mr.	Asst. Prof. of Commerce	+91-8128650827	smishra@gnlu.ac.in
22.	Molia Tarkesh Dr.	Asst. Prof. of Law	+91-8128650831	tmolia@gnlu.ac.in
23.	Nagar Ranita Dr.	Asst. Prof. of Law	+91-8128650858	rnagar@gnlu.ac.in
24.	Naik Megha Ms.	Asst. Prof. of Chemistry	+91-8128650868	mnaik@gnlu.ac.in
25.	Nunes William Dr.	Asst. Prof. of Political Science	+91-8128650855	wnunes@gnlu.ac.in
26.	Pandya Viral Mr.	Asst. Prof. of Management	+91-8128650818	vpandya@gnlu.ac.in
27.	Parmeshwaran Dr.	Associate Prof. of Law	+91-8128650869	kparameswaran@gnlu.ac.in
28.	Rao, Balaji Mr.	Asst. Prof. of Zoology	+91-8128650813	bbalajirao@gnlu.ac.in
29.	Sarkar Debashri Ms.	Asst. Prof. of Law	+91-8128650865	dsarkar@gnlu.ac.in
30.	Sharma Richa Ms.	Asst. Prof. of Indian History	+91-8128650866	rsharma@gnlu.ac.in
31.	Singh, Ravindra Kumar Mr.	Asst. Prof. of Law	+91-8128650853	rsingh@gnlu.ac.in
32.	Thakkar Hitesh Mr.	Asst. Prof. of Economics	+91-8128650873	hthakkar@gnlu.ac.in
33.	Tomar Anjani Ms.	Asst. Prof. of Law	+91-8128650822	atomar@gnlu.ac.in
34.	Udayakumara Dr.	Asst. Prof. of Law	+91-8128650839	uramakrishna@gnlu.ac.in

35.	Vijay Bindu Ms.	Asst. Prof. of Natural Science	+91-8128650822	bvijay@gnlu.ac.in
36.	L. Balaji Mr.	Asst. Prof. of Law	+91-8128650871	lbalaji@gnlu.ac.in
37.	Tripathi Anand Kumar Dr.	Asst. Prof. of Law	+91-8128650872	atripathi@gnlu.ac.in
38.	Badam Satish Mr.	Boys Hostel Warden	+91-8128650823	sbadam@gnlu.ac.in
39.	Bhujade Ritesh Mr.	Technical Assistant	+91-8128650838	rbhujade@gnlu.ac.in
40.	Bihola Devendra Mr.	Office Assistant	+91-8128650833	contact@gnlu.ac.in
41.	Bihola Ghanshyamsinh Mr.	Driver cum Office Assistant	+91-8128650834	contact@gnlu.ac.in
42.	Buch Malav Mr.	PA to the Director	+91-8128650810	mbuch@gnlu.ac.in
43.	Champavat Pankaj Mr.	Sr. Assistant- Stores & Campus	+91-8128650880	pchampavat@gnlu.ac.in
44.	Chauhan Mayur Mr.	Electrician	+91-8128650874	mchauhan@gnlu.ac.in
45.	Chavda Aruna Ms.	Girls Hostel Warden	+91-8128650861	achavada@gnlu.ac.in
46.	Dabhi Jignesh Mr.	Driver cum Office Assistant	+91-8128650857	contact@gnlu.ac.in
47.	Dave Ashmi Ms.	Assistant Administrative Officer	+91-8128650881	adave@gnlu.ac.in
48.	Dave Rajesh Mr.	Head Information System	+91-8128650826	rdave@gnlu.ac.in
49.	Dhadhal Jilubhai Mr.	Boys Hostel Warden	+91-8128650863	jdhadhal@gnlu.ac.in
50.	Dusad Deepak Mr.	Acting Accounts Officer	+91-8128650882	ddusad@gnlu.ac.in
51.	Gol Gayatri Ms.	Girls Hostel Warden	+91-8128650862	ggol@gnlu.ac.in
52.	Goswami Monish Mr.	Driver cum Office Assistant	+91-8128650835	contact@gnlu.ac.in
53.	Jadav Sachin Mr.	Administrative Assistant	+91-8128650860	sjadav@gnlu.ac.in
54.	Joshi Hemant Mr.	Office Assistant	+91-8128650820	contact@gnlu.ac.in
55.	Khant Kirit Mr.	Driver cum Office Assistant	+91-8128650824	contact@gnlu.ac.in
56.	Khatri Pranav Mr.	Accounts Assistant	+91-8128650878	pkhatri@gnlu.ac.in
57.	Mahavadia Chintan Mr.	Site Supervisor		contact@gnlu.ac.in
58.	Pandit Hansa Ms.	Girls Hostel Warden	+91-8128650836	hpandit@gnlu.ac.in
59.	Pandit Hiren Mr.	GNLU Campus Site and Maintenance Engineer	+91-8128650854	hiren@gnlu.ac.in
60.	Pandya Sheetal Ms.	Head of Examination & Programme Development	+91-8128650805	spandya@gnlu.ac.in
61.	Panth Richard Mr.	Administrative Assistant	+91-8128650859	rpanth@gnlu.ac.in
62.	Parmar Brijesh Mr.	Electrician	+91-8128650845	contact@gnlu.ac.in
63.	Parmar Darshna Ms.	Administrative Assistant	+91-8128650885	dparmar@gnlu.ac.in
64.	Parmar Kamlesh Mr.	Office Assistant	+91-8128650846	kparmar@gnlu.ac.in
65.	Parmar Rajesh Mr.	Office Assistant	+91-8128650815	contact@gnlu.ac.in
66.	Patel Dharmesh Mr.	Planning and Coordination Officer	+91-8128650812	dpatel@gnlu.ac.in
67.	Patel Mona Ms.	Staff Nurse	+91-8128650870	contact@gnlu.ac.in
68.	Rabari Lagdhir Mr.	Assistant Librarian	+91-8128650825	lrabari@gnlu.ac.in
69.	Rajpal Nishit Mr.	Office Assistant	+91-8128650821	nrjpal@gnlu.ac.in
70.	Reena S. Ms.	Administrative Coordinator	+91-8128650819	sreena@gnlu.ac.in
71.	Solanki Naresh Mr.	Boys Hostel Warden	+91-8128650840	nsolanki@gnlu.ac.in
72.	Swaminadhan K. Mr.	Administrative Coordinator	+91-8128650804	kswaminadhan@gnlu.ac.in
73.	Thaker Balvant Mr.	Hostel Administrator	+91-8128650851	bthaker@gnlu.ac.in
74.	Thakor Mohan Mr.	Gardener	+91-8128650814	contact@gnlu.ac.in
75.	Thakore Parbatji Mr.	Gardener	+91-8128650828	contact@gnlu.ac.in
76.	Thakur Santosh Mr.	Technical Assistant	+91-8128650817	sthakur@gnlu.ac.in
77.	Vaghela Suresh Mr.	Office Assistant	+91-8128650848	contact@gnlu.ac.in

78.	Vaghela Vijay Mr.	Jr. Administrative Assistant	+91-8128650811	vvaghela@gnlu.ac.in
79.	Vyas Nayankumar Mr.	Academic Coordinator	+91-8128650819	nvyas@gnlu.ac.in
80.	Vyas Avani Ms.	Library Assistant	+91-8128650843	avyas@gnlu.ac.in

Section 1) (b) (x) of RTIA 2005

*The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:*

If specifically required by any of the person they can approach to the Accounts Department.

Section 4(1)(b)(xi) of RTIA 2005

*The budget allocated to each of its agency indicating the particulars of all plans, proposed expenditures and reports on disbursements made:*

**INCOME AND EXPENDITURE ACCOUNT FOR THE PERIOD/YEAR ENDED 31ST MARCH 2009**

	SCHEDULE	CURRENT YEAR	PREVIOUS YEAR
<b>A. INCOME</b>			
income from sales/ services		0	0
Grants/subsidies	A	50,000,000	50,000,000
fees/ subscriptions	A	61,200,801	39,132,666
income from invest.(income from investment from earmarked / endowment funds transferred to funds)			
income from royalty , publication etc		0	0
interest earned	A	8,248,967	2,239,650
other income	A	307,357	218,620
increase or decrease in stock of finished goods and work in progress		0	0
<b>TOTAL [A]</b>		<b>119,757,125</b>	<b>91,590,936</b>
<b>B. EXPENDITURE</b>			
establishment expenses	F	23,525,949	17,888,529
other administrative expenses	E,G		7,182,536
expenditure of grants , subsidies etc.		0	0
interest		0	0
depreciation (net total at the year end corresponding to schedule: D)	D	3,056,131	2,982,230
<b>TOTAL [B]</b>		<b>46,591,671</b>	<b>28,053,295</b>
Balance being excess of income over expenditure (A-B)		73,165,454	63,537,641
transfer to special reserve (specify each)		0	0
transfer to / from general reserve		0	0
balance being surplus/deficit carried to corpus/capital fund		73,165,454	63,537,641
beneficent accounting policies			
contingent liabilities & notes to accounts			

Section 4(1)(b)(xii) of RTIA 2005

*The Manner of Execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:*

University offer concession of fees of Rs. 12500/- to the Physically Challenged students and students belonging to reserved categories. The University has a Scholarship and Award Committee which declares scholarship and awards to the eligible faculty-staff members and students.

Section 4(1)(b)(xiii) of RTIA 2005

*Particulars of recipients of concessions, permits or authorizations granted by it:*

University provides the Railway and Air concessions forms to the students. University provides scholarship to the students as approved by the Finance Committee and Executive Committee for participating moot courts and conferences. University also support to the faculty members and administrative staff members for attending training programmes, conferences and refresher courses by providing registration fees, duty leave on case by case bases.

Section 4(1)(b)(xiv) of RTIA  
2005

*Details in respect of the information, available to or held by it, reduced in an electronic form:*

[www.gnu.ac.in](http://www.gnu.ac.in) is the official website of the University which contains all the information related to the University is available and updated on regular bases. (Information available on website like admission, management, news, information circulars, University employee details, vacancy announcements etc)

Section 4(1)(b)(xv) of RTIA 2005

*The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:*

The University brings out prospectus and information brochures from time to time about the courses offered and procedures of admission and other details. People can visit the University during working hours and seek any information required. University observes holiday on every Sunday, 1<sup>st</sup> and 3<sup>rd</sup> Saturday of every month and public holidays. University remains open between 9 am to 5 pm during the working days.

Means, methods or facilitation available to the public which is adopted by the University for dissemination of information are as follows;

- Advertisement in News Paper
- Notice Board within the primacies of the University and Hostel
- Inspection records, internal audit and statutory audit
- System of issuing copies of documents
- Printed brochures and prospectus
- Website of the University – [www.gnu.ac.in](http://www.gnu.ac.in)

Section4(1)(b) (xvi) of RTIA  
2005

*The names, designations and other particulars of the Public Information Officers:*

Following is the information of Public Information Officer;

Name: Mr. Ch. Rameshkumar  
Designation: Registrar (I/C) and Asst. Prof. of Law  
Address: Gujarat National Law University  
E-4, Electronic Estate, GIDC, Sector 26,  
Gandhinagar, Gujarat, India Pin 382028  
Office Phone: +91-79-23287157/8,  
Office Fax: +91-79-23287156  
Mobile: +91-8128650802  
Email: [registrar@gnlu.ac.in](mailto:registrar@gnlu.ac.in)

Section 4(1)(b)(xvii) of RTIA 2005

*Such other information as may be prescribed:*

**ADMISSION TO FIVE YEAR INTEGRATED COURSE - B.A. LL.B (Hons.), B.Com. LL.B (Hons.) and B.Sc. LL.B (Hons.)**

Gujarat National Law University (GNLU), Gandhinagar, established under Gujarat National Law University Act, 2003 of the Gujarat State Legislature strives to become a world class law university with its promise to offer excellent legal education, research, training and extension activities with the help of *motivated staff* and *committed students*

GNLU pursues a three-tiered educational, research and training approach – State, National and International level, to respond to the needs, interests and concerns of the judiciary, legal profession, academia, business and industry, agriculture sector, government machineries and the civil society at large.

University has the recognition by the University Grants Commission (UGC) and the Bar Council of India (BCI).

**Intellectual, Scholarly and Academic Environment:**

- Only National Law University to provide interdisciplinary legal education in three streams – BA, LLB; BCom, LLB and BSc, LLB.
- Introduction of most comprehensive curriculum including the new areas of laws such as space law, energy and natural resources laws, IT laws, biotechnology laws, disability laws, election laws, maritime laws, sports law, parliamentary proceedings, among others. This curriculum is developed after analyzing the course structure across the national law universities, the National Knowledge Commission and Bar Council of India, and several foreign law schools.
- Initiation of Foreign Law course to impart knowledge of the legal system of important jurisdictions of the world, such as USA, UK, France, Spain, Malaysia, China, Italy.
- Students at GNLU are trained to become Integrated Legal Advisors, so as to cater to the needs of the judiciary, law firms, academia, corporate sectors, PSUs, government departments, trade and commercial houses, agro-economy stakeholders, and NGOs.
- Students are also involved in drafting various bills for government departments and consultancy services to Public Sector Undertakings, Government departments, Companies, Chambers of Commerce, etc.
- Path-breaking training programmes for professionals such as Media and Law Training, Mediation Training, Legislative Drafting Training, Bar Council of Gujarat Advocates Academy Training.
- Establishment of Centre of Sports Law, Private International Law (Family Law), Food Security and Agro-Economy Laws, Banking, Finance and Investment Laws and Environmental Law.
- A truly national law university with faculty and students drawn from 23 states of India.

- Recognition of internal and external talents through introduction of GNLU Best Faculty and Best Staff Award to the employees as well as Best Faculty Awards for talented and committed faculty across the national law universities
- Professional Human Resources and Financial Management Culture with introduction of *Performance Management Appraisal System* and *Result-Based Budgeting*– first and only university in the country, yet.
- Monthly In-House Faculty Seminars for faculty members and Debate on Leading Judgments by students.
- Teaching culture motivates the students to contribute towards a fair and just society.
- Mentoring by faculty members to enable the students to hold the ethics and morals high in their professional and personal lives.
- A dynamic and entrepreneurial Committee on Recruitment Affairs to coordinate the placements and internships.

## **INFRASTRUCTURE**

- Fully residential university with academic blocks and halls of residence equipped fully with internet facility, a well-equipped 60 units computer laboratory.
- Library acquisition exceeds more than 31,000 books, volumes, many of them rare and priceless collections of international and foreign laws. Almost all subjects have at least some latest publications of year 2008 and 2009.
- Access to the library of the Gujarat High Court and to the resources of the Gujarat Legal Services Authority.
- Access to Online Law Resources, Westlaw, Manupatra, Jstor., among others.
- Access to digital library of the Peace Palace, the Hague, the largest collection of international law in the world for faculty and on-need basis for students
- All halls of residence – a prototype of a small flat - a bed-cum-study area, separate space and attached bathroom-toilet in all rooms
- New campus, under construction, will have ecologically and disable friendly campus, including, auditorium, moot courts, conference rooms, stadium, swimming pool, faculty residence and the first Legal Museum of India.
- The fully residential complex is designed after surveying the best architecture practices of national law universities and other educational institutions of India and foreign countries.
- Gandhinagar, being one of the safest and secure cities of the country, provides a very comfort feel to students and parents.

## **CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES**

- Foreign language course at subsidized rates for our students.
- Round-the-year extra curricular activities such as debates, quizzes and cultural activities.
- Organisation of sports meet and representation in various sports competitions
- Mooting – GNLU students are known and prepared to bring laurels not only to the university but also to the country in various moot court competitions across the world – GNLU represents in 35-40 national and international moot court competitions every year

## **ELIGIBILITY FOR ADMISSION**

Successful clearance of Higher Secondary School/Intermediate Examination (10+2) or its equivalent examination with not less than 50% marks in aggregate (45% in case of SC/ST/OBC and Persons with Disability) subject to reservation at the University concerned. Candidate appearing in the qualifying examination can also appear provisionally. However they shall have to produce proof of having passed the qualifying exam before or at the time of counseling with detailed mark sheet. On merit of the Common Law Admission Test candidates will be admitted to the University on the basis of reservation ration.

Note: Candidates with compartment/supplementary in any subject in the qualifying examination are not eligible for admission.

## **INTAKE AND RESERVATION**

Category	Percentage	Seats
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SC	15 %	24
ST	7.5 %	12
Domiciled in Gujarat	25 %	40
Physically Challenged	3 %	5
General	49.5 %	79
Total	100 %	160

## FEE STRUCTURE

Tuition Fee	General	Rs. 50,000/-	p.a.
	SC / ST	Rs. 37,500/-	p.a.
Infrastructural Fee		Rs.5,000/-	p.a.
Admission Fee	.	Rs 500/-	
Student Welfare	.	Rs 1,000/-	p.a.
Examination Fee	.	Rs 1,000/-	p.a.
Other Academic	.	Rs 1,500/-	p.a.
Facilities Fee		Rs 5,000/-	p.a.
Hostel Charges	.	Rs 8,000/-	p.a.
Transportation Fee		Rs 3,000/-	p.a.
Refundable Security			
Library Deposits		Rs 5,000/-	
Hostel Deposits		Rs 2,000/-	
Mess Deposits	.	Rs 3,000/-	
Total	General Candidate	Rs. 85,000/-	
	SC/ST	Rs. 72,500/-	

## COURSE STRUCTURE

Semester I	Semester II
<ul style="list-style-type: none"> <li>English (Communicative English)</li> <li>Introduction to Economics</li> <li>History</li> <li>Introduction to Science and Technology</li> <li>Legal Methods</li> <li>Law of Torts</li> </ul>	<ul style="list-style-type: none"> <li>Legal language &amp; Legal English</li> <li>Introduction to Political Science</li> <li>Introduction to Business &amp; Management</li> <li>Sociology</li> <li>Legal History</li> <li>Contract I (General Principles &amp; Specific Reliefs)</li> </ul>
Semester III	Semester IV
<ul style="list-style-type: none"> <li>Constitutional Law I (Article 1 to 51-A)</li> <li>Legal Theory (Schools and Concepts)</li> <li>Law of Crimes</li> <li>Law of Contracts II (Specific contracts, Partnership and Sale of Goods)</li> <li>Law of Civil Procedure I</li> <li>Stream Papers</li> </ul>	<ul style="list-style-type: none"> <li>Constitutional Law II (Constitutional Bodies)</li> <li>Interpretation of Statutes</li> <li>Law of Criminal Procedure (Including Probation of Offenders and Juvenile Justice)</li> <li>Law of Civil Procedure II (Limitation and Registration Act, Drafting, Pleading &amp; Conveyancing)</li> <li>Administrative Law</li> <li>Stream Papers</li> </ul>
Semester V	Semester VI
<ul style="list-style-type: none"> <li>Family Law I</li> <li>Corporate Law I (Companies Act)</li> <li>Banking and Negotiable Instruments</li> <li>Public International Law</li> <li>Constitutional Law III (Centre State Relations, Emergency &amp; Amendments)</li> <li>Stream Papers</li> </ul>	<ul style="list-style-type: none"> <li>Family Law II</li> <li>Private International Law</li> <li>Law of Evidence</li> <li>Corporate Law II (Mergers &amp; Acquisitions, SEBI, SCRA, aspects of FEMA)</li> <li>Law of Property and Easement</li> <li>Stream Papers</li> </ul>
Semester VII	Semester VIII
<ul style="list-style-type: none"> <li>Environmental Law</li> </ul>	<ul style="list-style-type: none"> <li>Human Rights and Humanitarian Law</li> </ul>

<ul style="list-style-type: none"> <li>• Labour laws I</li> <li>• Insurance Law</li> <li>• Law of Taxation</li> <li>• Intellectual Property Law</li> <li>• Optional Paper (Competition Law/Air and Space Law)</li> </ul>	<ul style="list-style-type: none"> <li>• Labour Law II</li> <li>• Land Laws &amp; Agricultural Laws</li> <li>• Alternative Dispute Resolution</li> <li>• Security and Investment Laws</li> <li>• <b>Optional Paper</b> (Biotechnology Law/Law of Disability)</li> </ul>
<b>Semester IX</b>	<b>Semester X</b>
<ul style="list-style-type: none"> <li>• Information Technology Law</li> <li>• International Trade and Business Law</li> <li>• Optional Paper (Natural Resources and Energy Law/Sports Law )</li> <li>• Clinical Paper I (Public Interest Lawyering, Professional Ethics &amp; Law of Contempt)</li> <li>• <b>Seminar Paper I</b></li> <li>• <b>Seminar Paper II</b> <ol style="list-style-type: none"> <li>a) Comparative Constitution</li> <li>b) Law of Insolvency</li> <li>c) International Taxation</li> <li>d) Corporate Governance</li> <li>e) Transportation Law</li> <li>f) Media law.</li> <li>g) Criminology (Including Penology &amp; Victimization)</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• Maritime Law</li> <li>• Infrastructure laws</li> <li>• Clinical Paper II (Intellectual Property Law)</li> <li>• optional paper (Litigation Management/Transport law)</li> <li>• <b>Seminar Paper III</b></li> <li>• <b>Seminar Paper IV</b> <ol style="list-style-type: none"> <li>a) Trusts, Equity and Fiduciary Relationship</li> <li>b) Foreign Laws</li> <li>c) Election Law</li> <li>d) International Arbitration</li> <li>e) Environmental Advocacy</li> <li>f) Law of Parliamentary Affairs</li> <li>g) Economic Offences &amp; White Collar Crime</li> </ol> </li> </ul>

## ADMISSION TO LL.M. PROGRAMME

Two year duration with strong emphasis on research and preparation for academic and scholarly assignments for interested candidates

## ELIGIBILITY

A LL.B. degree or its equivalent from a recognized University, having obtained not less than 55% marks for General category and 50% marks for reserved categories in the aggregate. Candidates in the final year of their LL.B. course can also apply but their admission would be confirmed only after they submit results of the LL.B. final year. On basis of merit of Common Law Admission Test candidates will be admitted to this programme.

### Curriculum for LL.M. Programme

#### Core Group Compulsory Subjects: (spread over 4 semesters)

- Comparative Constitutional Law
- Legal Education and Research Methodology
- Law and Social Transformation
- Legal Theory

#### Optional groups for specialization

##### Group I: Specialization in Intellectual Property Rights

1. Introduction to advance laws of intellectual property rights
2. Patent Laws
3. Biotechnology Laws
4. Trademark Laws, Traditional Knowledge and Geographical Indications
5. Copy right and related laws
6. Transfer of Technology and IPR litigation
7. International Organisations (WTO, WIPO, EPO) and IPR issues

##### Group-II: Specialization in the New Economic Law

1. Introduction to advanced issues of International Trade Law
2. Corporate Laws
3. Securities Laws
4. Competition laws
5. Laws of Financial Services and Markets
6. Laws of Export and Import Regulations and Foreign Exchange and Investments

7. Laws of International Contracts and E-Contracts

**Group- III: Specialization in Law and Good Governance**

1. Law and Practice of Gender Equality
2. Administrative Laws
3. Alternative Dispute Resolution mechanisms
4. Laws of existing and emerging Human Rights
5. Legal framework and issues of Local Government, Inter-State and Centre-State Relations
6. Laws relating to Public Authorities and Power Holders
7. Legal and Regulatory Frameworks of Public-Private Economic Enterprises

**Group IV: Specialization in Human Rights** is under active consideration

**INTAKE AND RESERVATION**

The intake for this year is confined to 15 candidates subject to the reservation policy.

**FEE STRUCTURE**

Admission Fee		Rs 1,000/- (One Time Payment)
Tuition Fee		Rs 16,000/- p.a.
Examination Fee		Rs 1,000/- p.a.
Evaluation Fee		Rs 1,000/- p.a.
Academic Support Fee		Rs 5,000/- p.a.
<b>Refundable Deposit</b>		
General Security Deposit	.	Rs 1,000/- (One Time)
Library Security Deposit	.	Rs 2,500/- (One Time)
Total	.	Rs 27,500/-

Hostel facility will be provided subject to the availability of extra rooms. The fee and security deposit for the same will be as per the rules. If the transportation facility is availed an additional fee will be charged.

For Ph. D., Diploma and Certificate Courses kindly visit the website: [www.gnlu.ac.in](http://www.gnlu.ac.in).