

WHEREAS section 5 of the Gujarat National Law University Act, 2003 provides as under:

“The objects of the University shall be 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 a 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 co-operation and development.”

AND WHEREAS the regulations of the University shall cater to the realization of the said statutory mandate;

AND WHEREAS the Executive Council is empowered to make regulations consistent with the provisions of Gujarat National Law University Act, 2003 to provide for the administration and management of the University;

NOW THEREFORE in exercise of the powers conferred by section 46 of the Gujarat National Law University Act, 2003, the Executive Council makes the following regulations to provide for the administration and management of the Gujarat National Law University.

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REGULATION 1

- (1) These regulations shall be called the Gujarat National Law University Regulations, 2009.
- (2) These regulations shall come into force from the date of adoption of the same by the Executive Council.

REGULATION 2

In these regulations, unless the context otherwise requires:

- (1) “Act” means the Gujarat National Law University Act, 2003;
- (2) “Academic Council” means the Academic Council of the University;
- (3) “Department” means a department designated as such by the regulations with reference to a subject or a group of subjects;
- (4) “Academic staff” means professors, Associate Professors, Assistant Professors and such other persons imparting education in the University and appointed or recognized as such by the University;
- (5) “Executive Council” means the Executive Council of the University;
- (6) “Family” means employee’s wife or husband as the case may be, residing with the employee and legitimate and step children residing and wholly dependent upon the employee. It includes, in addition, parents, sisters and minor brothers, if residing with and wholly dependent upon the employee;
- (7) “General Council” means the General Council of the University;
- (8) “Head of Department” mean an academic staff principally responsible for instruction, training or research in a department;
- (9) “Holiday” means a declared or notified non-working day, as per the approved list of holidays by the University;
- (10) “Hostel” means a unit of residence for students maintained or recognized by the University;
- (11) “Joining time” means the time allowed to an employee in which to join a new post or to travel from a station to which he is posted;
- (12) “Leave” means permission to remain absent from duty granted by the competent authority;
- (13) “Leave salary” means the monthly amount paid by the University to an employee on leave;
- (14) “Month” means a calendar month. In calculating a period expressed in terms of months and days, complete calendar month irrespective of the number of days in a month should be first calculated and thereafter the odd number of days should be calculated;
- (15) “Pay” means the amount drawn monthly by an employee of University as –
 - (a) the pay, other than special pay or pay granted in view of his personal qualifications, which has sanctioned for a post held by him substantively or in an officiating capacity, or to which he is entitled by reason of his position in a cadre, and
 - (b) overseas pay, special pay and personal pay, and
 - (c) any other emoluments which may be specially classed as pay by the Executive Council;
- (16) “Personal Pay” means additional pay granted to an employee:
 - (a) to save him from a loss of substantive pay in respect of a permanent post other than a tenure post due to a revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure, or
 - (b) in exceptional circumstances, on other personal considerations;
- (17) “University” means the Gujarat National Law University;
- (18) “University Grants Commission” means the UGC constituted under section 4 of the UGC Act, 1956,
- (19) All words and expressions used herein but not defined shall have the meanings respectively assigned to them in the Act.

CHAPTER I
Meetings of Authorities and Committees
(See sections 11, 16, 21, 26 and 31 of the Act)

Regulation 3
Meetings of the General Council

- (1) The General Council shall meet at least once in a year on such date, time and place as may be decided by the Visitor on the proposal of the Director.
- (2) The General Council shall debate and decide the issues and subjects connected with the University as provided in section 15 of the Act.
- (3) For every meeting of the General Council, fifteen calendar days notice shall be given by the Director.
- (4) Fifteen days before the day fixed for the meeting of the General Council, a statement of business to be brought before the meeting, the terms of the resolutions to be then proposed, together with the name of the proposer of each business, shall be forwarded to the members of the General Council.
- (5) Two third of the members of the General Council shall form the quorum at any meeting of the General Council.
- (6) If there is no quorum at the commencement of the meeting, the Director shall at the expiration of half an hour take notice whether the two third of the members of the General Council are present and if there are not, the meeting shall forthwith be adjourned to such a date as the Visitor may appoint. Such adjournment shall be recorded by the Registrar under the signature of the Director. In case of a meeting earlier adjourned for want of a quorum, no quorum will be required.
- (7) In case of difference of opinion among the members, the opinion of the majority shall prevail.
- (8) Each member shall have one vote and if there be equality of votes on any question to be determined by the General Council, the person presiding over the meeting shall, in addition, have a casting vote.
- (9) After every meeting or adjourned meeting, the Registrar shall draft the report of the meeting as early as possible and the same shall be adopted in the subsequent meeting.

Regulation 4
Meetings of the Executive Council

- (1) The Executive Council shall meet at least once in four months on such date, time and place as may be decided by the Director.
- (2) The Executive Council shall debate and decide the issues and subjects connected with the University as provided in section 20 of the Act.
- (3) One third of members (excluding vacancies) of the Executive Council shall form quorum at any meeting of the Executive Council provided that at least two members (or their nominees) present at such meeting are outside the University employment.
- (4) The provisions contained in clauses (3) to (9) of regulation 3 shall *mutatis mutandis* apply to the meetings of the Executive Council.
- (5) The Executive Council may by resolution invite Special Invitees who are members of General Council and locally available in Gandhinagar and Ahmedabad to participate in the meeting. Such Special Invitees shall, however, not have right to vote in the meeting.

Regulation 5
Meetings of the Academic Council

- (1) The Academic Council shall meet once in six months, preferably once in every quarter, on such date, time and at such place as may be decided by the Director.
- (2) The Academic Council shall debate and decide the issues and subjects connected with the University as provided in section 25 of the Act.

- (3) The provisions contained in clauses (3) to (9) of regulation 3 shall *mutatis mutandis* apply to the meetings of the Academic Council.

Regulation 6

Meetings of the Finance Committee

- (1) The Finance Committee shall meet at least once in six months on such date, time and at such place as may be decided by the Director. Three members of Finance Committee shall form quorum for a meeting.
- (2) The Finance Committee shall debate and decide the issues and subjects connected with the University as provided in section 29 of the Act.
- (3) The provisions contained in clauses (4) to (9) of regulation 3 shall *mutatis mutandis* apply to the meetings of the Finance Committee.

Regulation 7

Meetings of the Standing Committees and the ad hoc committees

- (1) Standing Committees/ad hoc committees appointed under section 31 of the Act shall not have more than five members, except otherwise decided by the Executive Council.
- (2) Standing Committees/ad hoc committees shall be liable to report to the Executive Council on the matters referred to it for advice/investigation within the time stipulated by the Executive Council.
- (3) The meeting place of Standing Committees/ad hoc committees shall normally be at the premises of the University.
- (4) The members of the Standing Committees/ad hoc committees shall follow such procedure as they may deem fit.

Regulation 8

Search Committee

- (1) The Executive Council shall constitute a Search Committee, at least three months prior to the expiry of the term of the Director consisting of the following members for appointment of Director:
 - (a) The Chief Secretary to the Government of Gujarat or any officer not below the rank of Principal Secretary to the Government of Gujarat to be nominated by him, who shall be the chairman of the Committee;
 - (b) The Vice-Chancellor of a University who is also a member of the General Council;
 - (c) An eminent Jurist to be nominated by the Executive Council.
- (2) The Search Committee shall recommend to the Executive Council a panel of three persons eligible to be appointed as Director, to the Executive Council, within two months from the date of reference by the Executive Council.
- (3) The Executive Council shall submit to the General Council, with its recommendations, names of the persons for appointment as a Director, suggested by the Search Committee.
- (4) The Executive Council may also recommend the name of a person other than those recommended by the Search Committee, if it has reason to believe that such other person is, having regard to the interests of the University, more suitable for the post of Director.
- (5) On expiry of his term he shall continue in office until his successor is appointed or an alternative arrangement is made by the Executive Council, whichever is earlier. In case of expiry of first term of the Director, the Executive Council shall recommend renewal or non-renewal for the second term to the General Council, at least 3 months in advance of the expiry date of the first term. In case of the post of Director falling vacant, otherwise than on account of expiry of the term of appointment, the Executive Council shall as early as possible request the Search Committee to recommend the panel of names and may appoint any other officer of the University as the Director in charge.

Chapter II
Officers of the University
(See sections 32, 33, 34, 35, 36 and 37 of the Act)

Regulation 9

Terms and conditions of the appointment of the Director

- (1) The Director shall be an academic person and an outstanding scholar in law with published 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.
- (2) The Director may resign from or may be removed by the University by giving three months notice or three months pay in lieu thereof.

Regulation 10 (A)

Terms and conditions of appointment of the Registrar

- (1) Subject to the provisions of section 35 of the Act, 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.
- (2) Minimum qualification for the Registrar post shall be:
 - (a) A master's degree with at least 55 % of the marks or its equivalent grade of B in the UGC seven point scale.
 - (b) At least 15 years of experience as Lecturer (Sr. Scale)/Lecturer with eight years in Reader's grade along with experience in educational administration.

or

Comparable experience in research establishment and/or other institutions of higher education

or

15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post
- (3) The Registrar may resign from or may be removed by the University after giving three months notice or three months pay in lieu thereof.

Regulation 10 (B)

Powers and functions of Registrar

- (1) The Registrar shall 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.
- (2) The Registrar under the instructions of the Director shall convene all the meetings. He shall take note and maintain the minutes of the meetings.
- (3) The Registrar shall be the custodian of records, common seal and such other property of the University as the Executive Council shall commit to his charge.

Regulation 11

The Heads of the Department

- (1) There shall be separate Heads of Departments for each of Departments for Law, Science, Arts, Commerce and Management.
- (2) 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.
- (3) 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.

Regulation 12
The Chief Warden/Wardens

- (1) There shall be appointed a Chief Warden and other Wardens for the boys and girls hostel premises, as may be nominated by the Director and to the subsequent approval by the Executive Council.
- (2) The Chief Warden shall be in overall charge of hostel administration and be responsible for maintaining strict discipline in the hostel premises.
- (3) The Chief Warden and other Wardens shall be entitled to a rent free accommodation at the hostel premises
- (4) Any academic staff may also be appointed to be the Chief Warden or a Warden, as the case may be.
- (5) The Chief Warden and other Wardens shall be the officers of the University.

Regulation 13
Librarian

- (1) (a) The Librarian shall be a whole time employee of the University.
- (b) The University library shall be managed by the Librarian. The Librarian shall possess such qualifications as may be prescribed in clause (2).
- (c) For making appointment of the Librarian, the Executive Council shall constitute a Selection Committee consisting of the Director, the Registrar and three experts in the field of University administration nominated by the Director from amongst the panel of names recommended by the Executive Council.
- (d) The Registrar, under the instructions of the Director, shall invite applications by issuing advertisement from the persons possessing requisite qualifications for the post of Librarian and the Selection Committee shall conduct interviews. The Selection Committee shall recommend a panel of names in order of merit, to be appointed for the post of the Librarian to the Executive Council.
- (e) The Librarian shall be appointed by the Executive Council on the basis of the recommendations of the Selection Committee.
- (f) Notwithstanding anything contained in this regulation, the Executive Council shall have a right to appoint a person of proven ability and experience in the field of library science on a contract basis for a specified time on such terms as may be mutually agreed upon or on deputation from other Universities/Institutes without following the selection process stipulated in this regulation.

(2) The eligibility criteria for being appointed as Librarian shall be as follows:

| Post | Qualifications |
|-------------|--|
| Librarian | <ol style="list-style-type: none">1. Master degree in Library Science (MLISc)/Information Science with at least 55% of the marks of equivalent grading2. A PhD degree in above discipline and/or allied discipline with a consistently good academic record3. A minimum of 13 years of teaching/librarian experience of which at least 5 years experience as a Deputy Librarian in a University Library or 10 years' experience as Assistant Librarian in the university or as College Librarian4. Evidence of innovative library service and organization of published work and ICT modernization of library5. Evidence of published work with a minimum of 10 books and/or publications in indexed/ISBN/ISSN numbered journals and/or ISBN/ISSN numbered books6. A satisfactory score as stipulated in the Academic Performance Indicator system developed by UGC |

Regulation 14
Categories of academic posts

- (1) The University shall have following academic posts with such qualifications as shown in clause (2):
- (i) Professors;
 - (ii) Associate Professors;
 - (iii) Assistant Professors.
- (2) The eligibility criteria for the academic posts to be filled up by direct recruitment shall be as follows:

| Sr No | Post | Qualifications and Experience |
|-------|---------------------|---|
| 1. | Professor | <ol style="list-style-type: none"> 1. An eminent scholar with published work of high quality, actively engaged in research, with evidence of published work with a minimum of 10 publications as books and/or research/policy papers in indexed/ISBN/ISSN numbered journals and as ISBN/ISSN numbered books 2. A minimum of 12 years of teaching experience in university/college, and/or experience in research at University/National level institutions, including experience of guiding candidates for research at doctoral level 3. Contribution to educational innovation, design of new curricula and courses and technology – mediated teaching learning process 4. A satisfactory score as stipulated in the Academic Performance Indicator (API) System developed by the UGC |
| 2 | Associate Professor | <ol style="list-style-type: none"> 1. Good academic record with a Ph.D degree in the concerned or allied discipline 2. 55% of the marks, or equivalent wherever grading system is followed at the Master degree level 3. A minimum of 8 years experience of teaching/or of research in a regular position equivalent to that of Assistant Professor in a University/College or Accredited Research Institution evidence of published work with a minimum of 5 publications as books and/or research/policy papers in indexed/ISBN/ISSN numbered journals and as ISBN/ISSN numbered books 4. Contribution to educational innovation, design of new curricula and courses and technology – mediated teaching, learning process with evidence of having guided doctoral candidates and research students |
| 3 | Assistant Professor | <ol style="list-style-type: none"> 1. Good academic record with at least 55% or equivalent grade where grading system is practiced at the Master degree level in the relevant subject from an Indian university or an equivalent degree from an accredited foreign university 2. Clearance of NET conducted by the UGC, CSIR or similar test accredited by the UGC 3. Holders of PhD degrees along with those candidates who are awarded PhD degree through a process of admission, registration course work and external evaluation as have been/or may be laid down by UGC through its regulations, and so adopted by the University shall be exempted from NET. NET shall also not be required for such Masters programmes in disciplines for which NET is not conducted. |

Regulation 15

Mode of appointment to academic posts

- (1) The Academic Council shall, having regard to the courses conducted in the University and the number of students in each Department, recommend to the Executive Council, for the creation, abolition or classification of such number of academic posts of Professor, Associate Professor, Assistant Professor in the University with qualifications as prescribed in the regulations and emoluments as it may deem fit.
- (2) On receipt of the recommendations of the Academic Council for creation of academic posts in the University, the Executive Council shall constitute a Selection Committee in accordance with section 30 of the Act for recruitment on the academic posts consisting of the Director, Head of the Department concerned who is not lower in rank than that of the post for which selection is to be made, three experts nominated by the Director from amongst a panel of names recommended by the Academic Council. In case of a post to be filled up in respect of the endowment from a donor for instituting a chair, the donor may be co-opted as a member of the Selection Committee.
- (3) The Registrar under the instructions of the Director shall invite applications by issuing advertisement, from persons possessing requisite qualifications for the concerned academic posts and the Selection Committee shall conduct interviews. The Selection Committee shall recommend a panel of names in order of merit to be appointed for the concerned academic post to the Executive Council.
- (4) The Executive Council shall, on receipt of the panel of names of persons recommended by the Selection Committee, appoint such persons as it may deem fit to the advertised academic posts.
- (5) Initial appointment for all faculty members shall be made for duration of five years with one year probation period. Subsequent extension(s) of the contract shall be made on the basis of needs of the University, performance standards and any other criteria as may be fixed by the Executive Council, from time to time. The contract extensions may be granted for a period of five years or three years, as determined by the Contract Extension Committee. The Contract Extension Committee shall be composed of the Director, Registrar, Head of Academic Affairs and two members of the Executive Council as nominated by the Executive Council.
- (6) The contract shall contain such terms of appointment and conditions of services as may be in consonance with these regulations.
- (7) Notwithstanding anything contained in this regulation, the Executive Council shall have a right to appoint by invitation, a person of proven ability and experience in the field of Law, Science, Arts, Commerce and as the case may be, Management on a contract basis for a specified time on such terms as may be mutually agreed upon or on deputation from other Universities/Institutes without following the selection process stipulated in this regulation.
- (8) Members of Academic Staff appointed prior to the adoption of these regulations shall continue to remain in their current posts and receive existing benefits until the expiry of their current contracts or till their acquiring the qualifications mentioned in regulation 14 on or before the 15th May 2010, whichever is earlier.

Regulation 16

Creation of administrative and ministerial posts

- (1) Subject to sub-section (3) of section 20 of the Act, the number of employees under each category of administrative and ministerial posts, grades of pay and the qualifications for such posts shall be in consonance with the applicable rules of the Government of Gujarat.
- (2) The persons appointed on the contract basis shall be governed by the terms of contract.
- (3) The University may also engage service providers and contingent service providers on contract or ad hoc basis. They shall not be deemed to be the employees of the University.
- (4) If circumstances warrant, the Director shall create an ad hoc post, of maximum one year duration, and appoint a person, following the recruitment procedure which shall be

stipulated separately. The Executive Council shall ratify the appointment at the first meeting subsequent to the notification by the Director.

- (5) Notwithstanding anything contained in this regulation, the Executive Council shall have a right to appoint by invitation, a person of proven ability and experience in the field of Law, Science, Arts, Commerce and as the case may be, Management on a contract basis for a specified time on such terms as may be mutually agreed upon or on deputation from other Universities/Institutes without following the selection process stipulated in this regulation.

Regulation 17

Mode of appointment to administrative or ministerial posts

- (1) The Executive Council shall, having regard to the requirements of the University, decide the number and categories of the administrative or ministerial posts to be filled in the University.
- (2) The Executive Council shall constitute a Selection Committee consisting of the Director, the Registrar and three experts in the field of University administration nominated by the Director from amongst the names recommended by the Executive Council.
- (3) The Registrar under the instructions of the Director shall invite applications by issuing advertisement, from the persons possessing requisite qualifications for the concerned administrative or ministerial posts and the Selection Committee shall conduct interviews. The Selection Committee shall recommend a panel of names in order of merit to be appointed for the concerned administrative or ministerial post to the Executive Council.
- (4) The Executive Council shall, on receipt of panel of names of persons recommended by the Selection Committee, appoint such persons, as it may deem fit, to the advertised administrative or ministerial post.
- (5) The contract shall contain such terms of appointment and conditions of services as may be in consonance with these regulations.
- (6) Initial appointment for all administrative and ministerial staff shall be made for duration of five years with one year probation period. Subsequent extension(s) of the contract shall be made on the basis of needs of the University, performance standards and any other criteria as may be fixed by the Executive Council, from time to time. The contract extension may be granted for a period of five years or three years, as determined by the Contract Extension Committee. The Contract Extension Committee shall be composed of the Director, Registrar, Head of Academic Affairs and two members of the Executive Council as nominated by the Executive Council.
- (7) Administrative and ministerial staff members appointed prior to the adoption of these regulations shall continue to remain in their current posts and receive existing benefits until the expiry of their current contracts. However, any renewal of their contract will be subject to their fulfilling the qualifications as prescribed by the Government of Gujarat.

Regulation 18

Certificate of Physical Fitness

- (1) All the employees of University shall undergo a medical examination and submit a medical fitness certificate certified by the Chief of a Government Hospital prior to joining duties.
- (2) The University may require an employee to submit a medical fitness certificate issued by the Chief of a Government Hospital, when ever it may deem necessary.

Regulation 19

Proof of age

- (1) Every person newly appointed in the University shall, if he has had the SSC or Matriculation Certificate, produce the original of such certificate. In case of those who have not obtained such a Certificate, copy of the extract from the Registrar of Births and Deaths or a certificate from the Head of the Institution where he studied or a declaration made before a Magistrate, be produced.

- (2) On acceptance of the certificate of the date of birth, it shall be entered in the service records of the person concerned to be authenticated by the Director and the person concerned and shall not be altered under any circumstances unless wrong age has been entered due to clerical mistakes.

Regulation 20

Commencement of service

All appointments shall take effect from the date on which the appointee reports himself for duty at the University or the place prescribed in the appointment order.

Regulation 21

Probation

- (1) Every person appointed in the University other than Director and those appointed by invitation shall, unless otherwise provided for in the appointment order of the person concerned, be on probation for a period of one year, extendable by maximum period of one year in a case of unsatisfactory performance.

In computing the period of probation, any kind of leave, if any, granted to an employee on probation shall be omitted and the period of probation shall stand extended to the period of such leave.

- (2) Any delay in the issue of an order either extending the period of probation or discharging a probationer shall not entitle an employee to claim that he has satisfactorily completed probation.
- (3) All employees shall be eligible for the grant of first increment in the time scale in which they are appointed only after satisfactory completion of probation.
- (4) Notwithstanding anything contained in the foregoing clauses of this regulation, if a probationer's work is found to be grossly unsatisfactory, a probationer can be terminated at any time during the period of probation by the authority who has appointed him with one month's notice or salary in lieu thereof for that period.

Regulation 22

Age of retirement

- (1) The age of superannuation for Director shall be 65 years, that for the academic staff 62 years and that for the other employees 58 years, provided that the General Council may relax the age of superannuation for one year in case of the Director, and the Executive Council may relax the age of superannuation for two years for the academic staff depending upon the needs and effective functioning of the University.
- (2) An academic staff member who superannuates in the midst of the term, the date of superannuation will be the last day of the respective term of the respective year.
- (3) An academic staff member who superannuates in the midst of vacation, the date of superannuation will be the last day of the concerned month irrespective of the commencement of the next academic term.
- (4) Arrangement of term and vacation to be considered for superannuation of an academic staff member shall be the respective term and vacation as may be decided by the University in any respective academic year if so prescribed by the Executive Council on recommendation of Academic Council.

Chapter III
Conditions of Service
[See sections 20, 36, 37 of the Act]

Regulation 23
Conditions of service

- (1) The grade of pay of Director shall be determined by the Executive Council on the recommendation of the Finance Committee and the pay scales of all other academic staff of the University shall be equivalent to the pay scales of the University Grants Commission prescribed from time to time for the corresponding posts. The post of Registrar shall carry the same pay scale as in the case of a Professor in the University, provided that nothing in these regulations shall affect the inherent powers of the Executive Council at any time to revise the sanctioned pay scale of any post. Such revision shall however, not affect the interest of any confirmed employee of the University already holding such post.
- (2) The Director shall be entitled to rent free accommodation with furniture worth 1.5 lakh rupees, one car for office use with driver and such other allowances and benefits as are available to the officers of the University. An appropriate reduction from the maximum ceiling shall be made from the reusable furniture.
- (3) The Registrar shall be entitled to a rent free accommodation, one car for office use with driver and such other allowances and benefits as are available to the officers of the University. Faculty members serving as wardens and residing in students' hostel shall be entitled to a rent free accommodation and an honorarium of 3,000 rupees per month for their additional services to the University.
- (4) The Executive Council may appoint such number of academic staff and the administrative staff on part time basis or purely on temporary/ad hoc basis or contractual basis or on deputation basis, as the exigencies may require, without going through the selection process under the Act, based on the recommendations of the Director, on such terms and conditions as the Executive Council may deem fit.
- (5) The following shall be the officers immediate superior to an employee:
 - (a) Heads of Departments or Schools in respect of all academic staff working in their respective departments or the schools;
 - (b) Chief Warden in respect of all employees and Wardens working in the Halls of residence of the University;
 - (c) Registrar in respect of Librarian and all other administrative and ministerial staff working in the rest of the offices of the University;
 - (d) The Director in respect of (a), (b) and (c) and all other officers of the University;
- (6) Academic Performance Indicator System: The University shall have an Academic Performance Indicator system for academic and performance appraisal system for non-teaching staff to ensure individual work plans of all employees, to provide for professional development of the employees, which shall be used for the salary increment and annual best faculty and staff award as well as for promotion and contract renewal purposes of faculty.
- (7) The University shall, based on the selection criteria, award a best award for an academic staff member and an administrative staff member every year. The University shall also award three academic staff members, two from law subjects and one from non-law subject, from the national law universities as Best Faculty Members every year.
- (8) Incentives for PhD/MPhil and Other Higher Qualifications:
 - (a) Five non-compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degree of Ph. D. awarded in the relevant discipline by the University following the process of admission, registration, course work and external evaluation as prescribed by the UGC.
 - (b) Teachers who complete their Ph.D. Degree while in service shall be entitled to three non-compounded advance increments if such Ph. D. is relevant discipline and has been awarded by a University complying with the process prescribed by the UGC for

enrolment, course work and evaluation, etc. However, teachers in service who have been awarded Ph. D. at the time of coming into force of these regulations or having enrolled for Ph. D. have already undergone course-work, if any, as well as evaluation, and only notification in regard to the award of Ph. D. is awaited, shall also be entitled to the award of three non-compounded advance increments even if the university awarding such Ph. D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.

- (c) In respect of every other case, a teacher who is already enrolled for Ph. D. shall avail the benefit of three non-compounded advance increments only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either course-work or evaluation or both, as the case may be.
 - (d) Teachers in service who have not yet enrolled for Ph.D. shall therefore derive the benefit of three non-compounded advance increments on award of Ph.D., while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.
 - (e) Teachers who acquire M.Phil. Degree or a post graduate degree in a professional course recognized by the relevant Statutory Body/Council, while in service, shall be entitled to one non-compounded advance increment.
 - (f) Notwithstanding anything in the foregoing clauses, those who have already availed the benefits of advance increments for processing Ph.D/ M.Phil. at the entry level the earlier scheme shall not be entitled to the benefit of advance increments under these regulations.
- (9) Increments:
- (a) Each annual increment shall be equivalent to 3 % of the sum total of pay in the relevant Pay Band and the Annual Gross Pay applicable for the stage in the Pay Band.
 - (b) Each advance increment shall also be at the rate of 3 % of the sum total of pay in the relevant pay Band and the Annual Gross Pay as applicable and shall be non-compoundable.
 - (c) The number of additional increment(s) on placement each higher stage of AGP shall be as per the existing scheme of increment on promotion from lower Pay Scale to higher Pay Scale; however, in view of the considerable raise in effective pay between the two Pay Bands, there shall be no additional increment on movement from the Pay Band of Rs. 15600-39100 to the Pay Band of Rs. 37400-67000.
 - (d) All issues related to grant of advance increment to academic staff members shall be subject to the recommendation of the Committee constituted by the State Government for review of academic staff members.

Regulation 24 Resignation

- (1) An employee of the University may at any time resign from the services of the University by giving a notice of sixty days in writing to the appointing authority.
- (2) The resignation tendered by an employee shall be effective from the date on which it is accepted by the appointing authority; but if it is not accepted before the expiry of the period of notice for resignation to be given by such employee under sub-rule(1), it shall be deemed to have become effective on the date of the expiry of such period, unless the employee is informed before such date, that his resignation has been rejected and of the reasons for such rejection:

Provided that the resignation of an employee shall not be rejected except in a case where-

- (a) any ascertained or ascertainable amount of money is found outstanding against him and payment thereof is not made by him within the period mentioned above.

- (b) he is under suspension,
- (c) any departmental inquiry is contemplated or pending against him.

Provided further that in case where criminal prosecution is pending against an employee and resignation is accepted, the order in this regard shall specify that the criminal prosecution is pending against him.

- (3) An employee shall not be relieved from his office, if his resignation is rejected.
- (4) Where an employee remains absent from duty before his resignation has become effective or if his resignation has been rejected without prior grant of leave for such absence, it shall be lawful for the competent authority to treat his absence as leave without pay and to take disciplinary action against him for unauthorized absence from duty.
- (5) Any notice of resignation from service shall not be permitted to be withdrawn after the resignation has become effective, except on exceptional ground or in public interest.
- (6) Where a notice is given by the authority other than University terminating the services of temporary employee or where the services of any such employee is terminated by an authority other than the University either on the expiry of the period of such notice or forthwith by payment of pay plus allowances, the University may, of its own motion or otherwise reopen the case and after calling of the records of the case and after making such inquiry as it deemed fit-
 - (a) confirm the action taken by the authority;
 - (b) withdraw the notice;
 - (c) re-instate the employee in service, or
 - (d) make such other order in the case as it may consider proper;

Provided that except in special circumstances, which shall be recorded in writing, no case shall be reopened under this sub-rule after the expiry of three months-

- (i) from the date of notice in case where notice is given;
- (ii) from the date of termination of service, in a case where no notice is given.

Regulation 25

Termination

- (1) The appointing authority may terminate the services of an employee at any time prior to the expiry of the term of contract and by giving him a notice of fifteen days in case of his appointment during probation period, if-
 - (a) the exigencies of service require abolition of the post or reduction of staff;
 - (b) the employee does not meet the highest standards of academic and/or professional competence, integrity and efficiency required by the University;
 - (c) the employee for reason of health, is incapacitated for further retention in service;
 - (d) such facts anterior to the appointment of an employee and relevant to his suitability have come to the knowledge which would have, precluded him from appointment at the time of appointment.

Regulation 26

Legal consultancy and advisory services

- (1) Academic staff member may be permitted to accept legal advisory and consultancy work and the resources earned by the academic staff member shall be divided between such staff member and the University, in any academic year, as given below.
 - (a) Amount received up to 30% of the gross salary (basic salary plus grade pay and academic allowance) in the ratio of 90:10 between the academic staff member and the University
 - (b) Amount received beyond 30% and up to the gross salary: Sharing of the amount beyond 30% in the ratio of 70:30 between the academic staff member and the University.

- (c) Amount received beyond the gross salary: The amount shall be shared equally between the academic staff member and the University.
- (2) The University shall lay down detailed guidelines to facilitate the legal consultancy and advisory services rendered by the academic staff members. The total time spent on consulting shall be 30 days per year, so that academic responsibilities are met by the concerned faculty members. In case of the conflict of interests between the University and the external engagement of the academic staff member, due to such engagements, the academic staff member shall cease to perform such engagements, upon receiving the instructions from the Director.

Regulation 27

Leave- general

- (1) All officers of the University other than those paid out of contingency are entitled to leave as provided in the following regulations. No leave can, however, be claimed as a matter of right. Leave is earned by duty and when the exigencies of the University services require, discretion to refuse and revoke any kind of leave is reserved to the authority empowered to grant leave.
- (2) No leave shall be granted to an employee beyond-
- (a) the date of his retirement, or
 - (b) the date of his final cessation of duty, or
 - (c) the date on which he retires by giving notice to the University or he is retired by the University by giving him notice or pay and allowances in lieu of such notice, in accordance with the terms and conditions of his service.
 - (d) the date of resignation from service.

Regulation 28

Types of leave

Casual leave

Casual leave may be granted to academic staff as per the UGC regulations and for non-teaching staff as per the Government of Gujarat rules. Casual leave shall be granted only when it can be given without inconvenience to the University services.

Regulation 29

Earned leave (for the employees other than those in vacation department)

- (1) Credit will be accorded in advance at a uniform rate of 15 days on 1st of January and 1st of July every year.
- (2) Earned leave may be accumulated up to 300 days (including the number of days for which encashment has been allowed)
- (3) If the leave availed of is less than 15 days, the remainder will be credited to the leave account subject to the ceiling of 300 days at the close of the relevant half year.
- (4) The credit for the half year in which the employee is appointed will be accorded at the rate of 2 ½ days for each completed calendar month of service which he is likely to render in the calendar half year in which he is appointed.
- (5) The credit for the half year in which the employee is removed/dismissed from service or dies in harness will be accorded at the rate of 2 ½ days per completed calendar month up to the end of the calendar month preceding the calendar month in which he is removed/dismissed/dies.
- (6) The credit for the half year in which an employee is due to retire or resigns from the service will be accorded at the rate of 2 ½ days for each completed calendar month in that half year up to the date of retirement/resignation.
- (7) If any employee retires/resigns/removed/dismissed/dies in the middle of a calendar year, the earned leave credited should be reduced at the rate of 1/10th of any extra ordinary leave taken in that half year and the leave account regularized.
- (8) While calculating credit, fraction of a day should be rounded off to a day.

- (9) Earned leave may be availed of up to 180 days at a time. Earned Leave can be taken up to 300 days as leave preparatory to retirement.

Regulation 30

Half Pay Leave

- (1) Half pay leave shall be credited in advance at the rate of 10 days on the first day of January and July every year. The advance credit for the half year in which an employee is appointed will be at the rate of 5/3 days for each completed calendar month.
- (2) The credit for the half year in which an employee is due to retire/resign will be accorded at the rate of 5/3 days for each completed calendar month of service in that half year up to the date of retirement/resignation.
- (3) Half pay leave can be availed with or without medical certificate.
- (4) While affording credit, a fraction shall be rounded off to the nearest day.

Regulation 31

Commuted Leave

- (1) Commuted leave not exceeding one half of half pay leave due may be availed of on appropriate medical certificate.
- (2) If commuted leave is taken, twice the number of days availed of shall be debited in the half pay leave account.
- (3) When an employee is granted commuted leave quits service voluntarily without returning to duty, the commuted leave shall be treated as half pay leave and the salary and allowances in respect of the period for which the commuted leave has been availed shall be recovered. If quitting the service is by reason of ill health making the employee unfit for further service or in the event of death, such recovery shall not be made.
- (4) Commuted leave shall be granted at the request of the employee even when earned leave is available.

Regulation 32

Leave Not Due

- (1) Leave-not-due (LND) may be granted at the discretion of the Director to an employee when no half pay leave is there to his credit.
- (2) LND may be granted on appropriate medical certificate (except on grounds of continuation of maternity leave or a female employee adopting a child aged less than one year).
- (3) The quantum of leave shall be limited to the half pay leave that the employee is likely to earn subsequently.
- (4) During the entire service of an employee LND shall be limited to a maximum of 360 days out of which not more than 90 days at a time and 180 days in all may be granted otherwise than on medical certificate.
- (5) LND shall be debited against half pay leave that the employee earns subsequently. In the case of the employee leaving the service, recovery for the excess leave be made from the funds of the employee available with the University.
- (6) LND shall not be available in case of leave preparatory to retirement.
- (7) LND may not be granted to an employee whose leave account shows a debit balance in consequence of the grant of LND on previous occasion(s).

Regulation 33

Extraordinary Leave

- (1) Extraordinary Leave (EOL) without pay and allowances may be granted to an employee when no other leave is admissible.
- (2) No EOL may be granted to an employee who has not been in continuous service for at least five years. Subject to this limitation, any length of EOL may be sanctioned to a confirmed employee, after a period of six years of service.

- (3) Extraordinary leave shall not count for increment except in the following cases:
 - (a) leave taken on the basis of medical certificates;
 - (b) cases where the Director is satisfied that the leave was taken due to causes beyond the control of the employee such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided that the employee has no other kind of leave to his credit;
 - (c) leave taken for pursuing higher studies; and
 - (d) leave granted to accept an invitation to a teaching post or fellowship or research cum teaching post or on assignment for technical or academic work of importance.
- (4) Extraordinary leave may be combined with any other leave except casual leave provided that the total period of continuous absence from duty (including vacations when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence of duty shall in no case exceed five years in the full working life of an employee.

Regulation 34

Special Disability Leave

- (1) Special Disability Leave may be admissible to any employee when disabled during performance of official duties.
- (2) Special disability leave may also be given, when disabled by illness incurred in the performance of any particular duty, which has the effect of increasing liability to illness or injury beyond the ordinary risk attaching to the civil post held, under the same conditions.
- (3) The period of leave may be determined on the basis of a certificate from a registered medical practitioner, subject to a maximum of 24 months.
- (4) It may be combined with any other leave and counted as part of continuous service for purpose of pension. It shall not be debited to leave account.

Regulation 35

Maternity leave/Paternity leave

- (1) (a) Maternity leave on full pay may be granted to a woman employee having less than two surviving children, for a period not exceeding 135 days, to be availed of up to two times, in her entire career. It may also be granted in cases of miscarriage and abortion, subject to the condition that the total leave granted in respect of this to employee in her career is not more than 45 days, and that the application for leave is supported by an appropriate medical certificate.
 - (b) Maternity leave may be combined with earned leave, half-pay leave or extraordinary leave, but any leave applied for in continuation of maternity leave may be granted if the request is supported by an appropriate medical certificate.
- (2) Paternity leave of 15 days may be granted to an employee during the delivery confinement of his wife, provided that, such leave may not be granted more than two times during his service.

Regulation 36

Study Leave

- (1) Study Leave may be granted to an employee, with not less than three years' service, for undergoing a special course consisting of higher studies or specialized training in a professional or technical subject having a direct and close connection with the sphere of his duties or being capable of widening his mind in a manner likely to improve his ability for the benefit of the University.
- (2) Maximum period of leave is 24 months in the entire service and may be granted at a stretch or in different spells. The period of leave will not be debited to leave account.
- (3) Grant of leave is conditional on the employee executing a bond in favor of the University in the prescribed forms.

- (4) The Director may grant study leave for a period not exceeding 15 days at a time, without the approval of the Executive Council.
- (5) The employee shall submit to the Director, six monthly reports of progress in his studies from his supervisor. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.
- (6) If an official after availing of study leave resigns from service or otherwise quits within five years after return to duty or does so without returning to duty at all from study leave, or fails to complete the course of study, he shall refund the actual amount of leave salary, study leave allowance, cost of fees, travelling allowance and other expenses incurred by the University and the actual amount, if any, of the cost incurred by the foreign Governments, foundations, trusts in connection with the course of study with interest thereon at prescribed rates.

Regulation 37

Sabbatical Leave/Academic Leave

- (1) A full-time academic staff of the University who has completed seven years of service, in total, as Professor, Associate Professor, Assistant Professor may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing his professional competence and usefulness to the University and higher education system.
- (2) The duration of leave shall not exceed one year at a time and two years in the entire career of an academic staff.
- (3) An academic staff who has availed himself of study leave, shall not be entitled to the sabbatical leave within six years after the study leave.
- (4) An academic staff shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him immediately prior to his proceeding on sabbatical leave.
- (5) An academic staff on sabbatical leave shall not take up during the period of that leave, any regular appointment under another organization in India or abroad. He may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases sabbatical leave shall be sanctioned on reduced pay and allowances.
- (6) During the period of sabbatical leave, the academic staff shall be allowed to draw the increment on the due date. The period of leave shall also count as part of service for purposes of pension/contributory Provident Fund, provided that the academic staff rejoins the University on the expiry of his leave.
- (7) If an academic staff after availing of sabbatical leave resigns from service or otherwise quits within five years after return to duty or does so without returning to duty at all from sabbatical leave, or fails to complete the course of study, he shall refund the actual amount of leave salary, study leave allowance, cost of fees, travelling allowance and other expenses incurred by the University and the actual amount, if any, of the cost incurred by the foreign Governments, foundations, trusts in connection with the course of study with interest thereon at prescribed rates.

Note -1. The Programme to be followed during sabbatical leave shall be submitted to the University for approval along with the application for grant of leave.

Note -2. On return from leave, the academic staff shall make a report to the University the nature of studies, research or other work undertaken during the period of leave.

Regulation 38

Leave in vacation department

- (1) All academic staff of the University other than those appointed on ad hoc and consolidated salary basis shall be treated as those enjoying vacation and as such are not entitled to any kind of earned leave in respect of duty performed in any academic year.
- (2) Such academic staff shall be entitled to maximum 45 days of vacation in an academic year during the periods so declared by the University.
- (3) On week before the closure of the Semester, the Registrar shall notify commencement and the ending of the vacation between the Semesters.
- (4) If in any academic year, an academic staff is required by a general or special order of the Director to forego such vacation or a portion of vacation in the interest of the University work, he shall be entitled to:
 - (a) an earned leave at the rate of one day for every three days of vacation foregone and such earned leave could be accumulated up to a maximum of 240 days in one's period of service in the University, or
 - (b) a compensatory leave of equal number of days foregone which shall however, be utilized within one year from the date of refusal of leave.

Regulation 39

Leave to probationer

- (1) (a) A probationer shall be entitled to leave under these regulations if he had held his post substantively otherwise than on probation.
- (b) If, for any reason, the services of a probationer are to be terminated, any leave which may be granted to him shall not exceed
 - (i) beyond the date on which the probation period as already sanctioned or extended expires, or
 - (ii) beyond any earlier date on which his services are terminated by orders of the authority competent to appoint him.

Regulation 40

Leave to persons re-appointed after retirement

In case of a person re-employed after retirement, the provisions of these regulations shall apply, in so far as the leave is concerned, as if he had entered the University services for the first time on the day of his re-employment.

Regulation 41

Leave to Ad hoc /Temporary Employees

- (1) Employees in Non - Vacation Departments: The types of leaves mentioned above shall be available to the employees if employees appointed initially for brief periods continue beyond three years without break.
- (2) Employees in Vacation Departments:
 - (a) Leave credit for Staff categorized as Vacation Staff (including staff whose appointment is treated as ad hoc and hence, not allowed vacation) may be granted, only if their services are utilized by the University during the period of vacation.
 - (b) Where services of an employee are not utilized by the University during a period of vacation, his employment with the University shall stand terminated upon the commencement of such period of vacation.

Regulation 42
Provident Fund

- (1) Every whole time employee shall subscribe monthly to the University Provident Fund. The rate of subscription may not be less than 8% of his emoluments and not more than his total emoluments. The amount so calculated being rounded of to the nearest rupee, provided that in case of subscription at the minimum or maximum rates, the rounding of will be to the next higher or the next lower rupee respectively. The Provident Fund deductions shall be made after confirmation with effect from the date of appointment.
- (2) The University shall contribute to this fund 8% of emoluments from the date of subscription. No subscription or contribution shall be made in the Provident Fund by an employee who is on leave without pay.
- (3) No deduction shall be made which reduces the credit by more than the amount of contribution by the University with interest thereon before the amount standing to the credit of the subscriber in the fund is paid out of the fund.
- (4) The Director may direct the deduction there from and payment to the University of –
 - (a) all amounts representing such contribution and interest, if the subscriber within five years of the commencement of his services as such resigns from the service or ceases to be an employee of the University otherwise than by reason of death, superannuation or a declaration by a competent medical authority that he is unfit for further service, or the abolition of post or the reduction of the establishment or under a contract;
 - (b) any amount due under a liability incurred by a subscriber to the University;
 - (c) all amounts representing such contributions and interest, if the subscriber is dismissed from service due to misconduct, insolvency or inefficiency:

Provided that where the Director is satisfied that such deduction would cause exceptional hardship to the subscriber, he may, by order exempt from such deduction, an amount not exceeding two third of the amount of such contribution and interest which would have been payable to the subscriber, if he had retired on medical grounds.

Provided further that if any such order of dismissal is subsequently cancelled, the amount so deducted shall on his reinstatement in the service, be replaced to his credit in the fund.

Note: For the purpose of sub-clause (a), the period of five years shall be reckoned from the commencement of the subscriber's continuous service under the University.

- (5) Notwithstanding the foregoing provisions of this regulation, persons who have retired from State/Central Government, Universities or National Institutions, if re-employed in the University may be permitted to subscribe to the Provident Fund, provided that where the term of re-employment is initially for a year or less but is later on extended so as to exceed one year, the contribution with interest will be credited only after one year's re-employed service. The contribution with interest shall be payable for the entire period for which the re-employed person is allowed to contribute to the Provident Fund if such period exceeds one year.
- (6) The word "subscription" wherever it occurs in regulations 40 to 47 means the amount paid by the subscriber and the word "contribution" means the amounts contributed by the University.

Regulation 43

Entitlement to Provident Fund

- (1) No employee of the University shall be entitled to the benefits of Provident Fund who has been appointed by the University on a consolidated salary on special terms or on a part time or daily wage basis.
- (2) If an employee admitted to the benefit of the fund was previously a subscriber to any contributory or non-contributory Provident Fund of the Central or the State Government, or of a body corporate owned or controlled by Government or Universities/colleges or institutions having University Status or an autonomous organization registered under the Societies Registration Act, 1860 immediately before his appointment in the University, the amount of his accumulations in such contributory or non-contributory Provident Fund shall be transferred to his credit in the fund.

Regulation 44

Nomination to Provident Fund

- (1) Every employee of the University entitled to the benefits of the Provident Fund shall be required to sign a written declaration in the prescribed form that he has read the regulations and agrees to abide by it and shall send it for registration in the University Office the names of the persons to whom he wishes the balance at his credit to be paid in the event of his death.

Provided that if at the time of making the nomination, the subscriber has a family, the nomination shall not be in favour of any person or persons other than a member of the family. If employee does not have a family and subsequently acquires family, the nomination has to be of the member of his family i.e. wife/husband.

Provided further that the nomination made by the subscriber in respect of any other Provident Fund to which he was subscribing before joining the Fund shall, if the amount to the credit in such other Fund has been transferred to his credit in the Fund, be deemed to be a nomination under this regulation until he makes a nomination in accordance with this regulation.

- (2) The subscriber may, from time to time add or change his nominee by making written application to the Director.
- (3) All nominations made by the subscriber shall be entered in a register kept in the University Office.

Regulation 45

Management of the Provident Fund

The management of the Provident Fund shall vest in the Executive Council which shall issue general or special directions as may be consistent with the regulations as to the conduct of the business of the Fund, or its management or the privileges of the subscribers, not provided for expressly herein or vary or cancel directions given. Provided that there shall be a Provident Fund Management Committee consisting of the Director, the Registrar and one member nominated by the Executive Council from amongst its own members for the purposes of advising the Executive Council in the matters relating to investments, payments and other matters in respect of Provident Fund.

Regulation 46

Payment of the Provident Fund

- (1) When the amount of Provident Fund becomes payable to a subscriber, subject to the directions of the Director, the Accounts Officer of the University shall be entitled to deduct the amount due under any liability incurred by the subscriber to the University but not exceeding in any case the total amount of the contribution credited to the account of the subscriber by the University and of any interest which has accrued on such contribution.

- (2) Notwithstanding anything contained in the preceding clauses of the regulations, a subscriber who ceases to be in service of the University by reason of his taking upon appointment with another University or college or a national institute without any break and with prior permission may be declared to be entitled to the contribution of the University in accordance with these regulations.

Regulation 47

Provident Fund Account

- (1) The amounts accruing to the Fund shall be placed in such bank or banks as may be approved from time to time by the Executive Council, or invested in the Government securities at the discretion of the Executive Council. Interest at the rate fixed for the purpose by the Executive Council from time to time, shall be credited to each subscriber's account.
- (2) The subscription paid by the subscriber and the contribution by the University shall be entered monthly in a separate account of each subscriber.
- (3) The accounts of the Fund shall be audited once in a year and a statement of the total amount to the credit of the account of each subscriber shall be furnished to him.

Regulation 48

Interest of Provident Fund

Subject to the provision of clause (4)(c) of regulation 40, a subscriber, at the termination of his service, shall be entitled to receive the amount which has accumulated to his credit, viz. his subscription with interest and the contribution made by the University.

Regulation 49

Payment of Provident Fund on death

In the event of the death of the subscriber, the amount at the credit of the subscriber shall be paid to the person or persons duly nominated by him or when no such nomination is made, to his legal heir or heirs.

Regulation 50

Advance from Provident Fund

- (1) No final withdrawal shall be allowed until the termination of the service of the subscriber or on his death. But in case of necessity, the Director may allow a subscriber an advance of a sum not exceeding 3/4th of the total amount subscribed by him.
- (2) Recoveries towards the amount of advance shall be made in twenty equal monthly installments as may be decided by the commencing from the first payment of a full month salary after the advance is granted.
- (3) When an advance is sanctioned under clause (2) before repayment of last installment of any previous advance not recovered shall be added to the advance so sanctioned and the installments for recovery shall be fixed with reference to such consolidated amount.
- (4) Subject to the conditions specified hereunder, the withdrawals from the Fund may be sanctioned by the Director at any time after completion of twenty years of service excluding breaks in service, if any, of a subscriber or within ten years before his retirement on superannuation whichever is earlier for one or more of the following purposes:
- (a) meeting the cost of higher education, including where necessary the traveling expenses of any child of the subscriber dependent upon him in the following cases:
- (i) for education outside India for academic, technical, professional or vocational course beyond the High School stage;
- (ii) for any medical, engineering or other technical or specialized course in India beyond High School stage provided the course of study is not less than three years.
- (b) meeting the expenditure in connection with marriage of subscriber's son or daughter and of any other female relation dependent upon him;

- (c) meeting the expenditure in connection with the illness, including wherever necessary, the traveling expenses of the subscriber or any person dependent on him;
 - (d) building or acquiring a suitable house for his residence including the cost of site or reconstructing or for making additions or alterations to a house already owned or acquired by him;
 - (e) purchasing a house site;
 - (f) for constructing a house on site purchased utilizing the sum withdrawn under clause (5).
- (5) Any sum withdrawn by a subscriber at any one time for one or more of the purposes specified in this regulation from the amount standing to the credit of his Provident Fund shall not ordinarily exceed one half of such amount or six months pay of the subscriber whichever is less. The Director may however, sanction the withdrawal of an amount in excess of these limits up to three fourths $\frac{3}{4}$ of the balance at his credit in the Fund having due regard to the object for which the withdrawal is being made, the status of the subscriber and the amount to his credit in the Fund.
- (6) A subscriber who has been permitted to withdraw money from the Fund under sub-clause (4) shall satisfy the Director within a reasonable period as may be specified by him that the money has been utilized for the purpose for which it was withdrawn or so much thereof as has not been applied for the purpose for which it was withdrawn shall forthwith be repaid in one lump sum and in default of such payment, it shall be ordered by the Director to be recovered from the emoluments either in a lump sum or in such number of monthly installments together with interest thereon as may be determined by the Executive Council.

Regulation 51

Gratuity

- (1) An employee who has completed five years qualifying service at the University shall be granted Death cum Retirement Gratuity in accordance with the scale indicated in regulation 50. In the event of his demise, the gratuity shall be payable to the nominee or nominees of the deceased in the manner prescribed in this regard.
- (2) If there is no such nomination or if the nomination made does not subsist, the gratuity shall be paid in the manner indicated below:
- (i) If there is one or more surviving members of the family as in the following sub-clauses (i), (ii), (iii) and (iv) to all such members in equal shares:
 - (aa) wife or wives, in case of male employee;
 - (ab) husband, in case of female employee;
 - (ac) sons including step sons and adopted sons;
 - (ad) unmarried daughters including step daughters and adopted daughters.
 - (ii) If there are no such surviving members of the family as in clause (a) above, but there are one or more members of the following sub-clauses (aa), (bb), (cc), (dd), (ee), (ff) and (gg), to all such members in equal shares:
 - (aa) widowed daughters including step daughters and adopted daughters.
 - (bb) father including adoptive parents in the case of individuals whose personal law permits an adoption;
 - (cc) mother;
 - (dd) brothers below the age of eighteen years including step brothers;
 - (ee) unmarried sisters and widowed sisters including step sisters;
 - (ff) married daughters, and
 - (gg) children of pre-deceased son.

Note 1: The right of a female member of a family, or that of a brother of an employee who dies while in service or after retirement, to receive the share of gratuity shall not be affected if the female marries or remarries, or the brother attains the age of eighteen years after the death of the employee and before receiving his share of the gratuity.

Note 2: Where gratuity is granted under this regulation to a minor member of a family of the deceased employee, it shall be payable to the guardian on behalf of such minor.

Note 3: Where an employee dies while in service or after his retirement without receiving the amount of gratuity and

- (a) leaves behind no family; or
- (b) has made no nomination; or
- (c) the nomination made by him does not subsist,

the amount of death cum retirement gratuity payable to him under this regulation shall lapse to the University.

- (3) No gratuity shall be payable on resignation from service of the University or dismissal or removal from it for misconduct, insolvency, inefficiency or not due to age.

Regulation 52

Eligibility for gratuity

The amount of death cum retirement gratuity shall be one-fourth $\frac{1}{4}$ of the basic pay of an employee for each completed six monthly period of qualifying service subject to a maximum of sixteen and half times the basic pay or RS. 10, 00,000/- whichever is less.

Regulation 53

Traveling and daily allowance

The terms and conditions of the travelling and daily allowance for academic and non-academic staff shall be governed by the regulation of the UGC and Government of Gujarat respectively.

Regulation 54

Other allowances

Unless otherwise specified in these regulations, the terms and conditions of any other allowances, such as house rent allowance, dearness allowance, transport allowance, education grant for children, and academic and research promotion allowance, for academic and non-academic staff shall be governed by the UGC and Government of Gujarat regulations respectively.

Regulation 55

Medical reimbursement

- (1) The employees of the University shall be eligible for the reimbursement of the medical expenses incurred by them for any ailment to themselves and to their family members, in consonance with the State Government rules subject to the following conditions:
 - (a) For the purposes of this regulation, the word “family” means wife/husband, children and the parents, provided they are wholly dependent on the employee. The employee shall have to furnish a declaration to this effect along with the application for reimbursement of the medical expenses.
 - (b) The employee or his family members shall undergo treatment from a medical officer not below the rank of Civil Surgeon of the Government. They may also undergo treatment from the doctor appointed by the University.
 - (c) The employee shall furnish along with the application for reimbursement of medical expenses, the prescription/s of medicines given by the medical officer and the bills in support of the purchase of the medicines got duly countersigned by the same medical officer who prescribed those medicines.
 - (d) The total amount of reimbursement of medical expenses to any employee in any financial year shall not exceed RS. 3,600/-. Consultation fees paid shall not be reimbursed. The cost of tonic, and nutritional capsules/tablets/powders etc. shall also

- not be reimbursed. If any employee joins/quits in the middle of the year, the amount to be reimbursed shall be proportionate to the service rendered in that financial year. .
- (2) In case of treatment relating to the following diseases, the employees may undergo treatment either in a State Government Hospital or Government approved hospital:
- Acute Myocardial Infraction (Cardiology)
 - Acute Renal Failure (Nephrology)
 - Problems relating to mental health, head and spinal injury (Neuro Surgery) and Psychiatry
 - Cases of Coma (Neurology)
 - Cases of Eye-operation
 - Cases of orthopedic problems
 - Cases of obstetrics and Gynaec problems
- (3) On the advice of the Medical Officer, if the employees undergo medical treatment in a Government Hospital or in a Government approved hospital, the actual expenses incurred by them shall be reimbursed. If they undergo treatment in emergencies without the advice of the Medical Officer, 80% of the amount paid to the hospital shall be reimbursed. In either case, if the amount to be reimbursed is more than Rs. 75,000/- the approval of the Executive Council shall be obtained.
- (4) As and when the University establishes its own Health Centre, the employees shall undergo treatment in the Health Centre only and the cost of medicines not available in the Health Centre and required to be purchased locally, shall be reimbursed subject to the countersigning the bills by the Medical Officer of the Health Centre. However, if the Medical Officer of the University Health Centre advises any employee to undergo specialized treatment either in a Government Hospital or a Government approved hospital, the employee may undergo the treatment and claim the reimbursement as provided in this regulation.

Regulation 56

Conduct and Discipline (Redressal of Grievances)

- (1) Every employee of the University shall at all times –
- maintain absolute integrity;
 - maintain devotion to duty, and
 - do nothing which is unbecoming of an employee of the University.
- Explanation:** An employee of the University, who habitually fails to perform a task assigned to him within the time set for the purpose and with the quality of performance expected of him, shall be deemed to be lacking in devotion to duty within the meaning of clause (b).
- (2) No employee of University shall, in performance of his official duties or in exercise of the powers conferred on him, act otherwise than in his best judgment except when he is acting under the direction of his official superior and shall, where he is acting under such direction, obtain the direction in writing, wherever practicable, and where it is not practicable to obtain the direction in writing, he shall obtain written confirmation of the direction as soon thereafter as possible.
- Explanation:** Nothing in clause (2) shall be construed as empowering an employee of the University to evade his responsibility by seeking instructions from or approval of a superior officer or authority when such instructions are not necessary under the scheme of distribution of powers and responsibilities.
- (3) Following penalties may, for good and sufficient reason be imposed upon an employee of the University for committing breach of clause
- Withholding of increment;
 - Withholding of promotion;
 - Reduction in rank;
 - Removal from service;
 - Dismissal from service.

- (4) (a) No employee of the University shall be inflicted any of the above mentioned punishments unless he has been given by the Director or person authorized by him an opportunity of showing cause against the action proposed to be taken against him and such proposed action against him has been approved by the Executive Council:
Provided that nothing in this clause shall apply to an employee who is appointed on part time basis or purely on temporary/ad hoc basis.
- (b) The Executive Council shall communicate to the Director its approval or disapproval of the action proposed, within a period of forty five days from the date of the receipt of such proposal from the Director.
- (5) Where the Executive Council fails to communicate either approval or disapproval within the period specified in sub-clause (b) of clause (4), the proposed action shall be deemed to have been approved by the Executive Council on the date of the expiry of the said period.
- (6) Where an employee of the University is suspended by the Director pending any inquiry proposed to be held against him, the fact of his suspension together with the grounds therefore shall be communicated within a period of seven days, after such suspension by the Director to the Executive Council, and such suspension shall be subject to ratification by the Executive Council within a period of forty five days from the date of receipt of communication in this behalf by the Executive Council and if such ratification is not communicated to the Director within such period, the suspension of such academic staff shall be deemed to have been ratified: Provided that an employee shall, during the period of suspension, be entitled to such subsistence allowance, and on such terms and conditions as may be prescribed by the Executive Council.
- (7) If the case directly involves the Registrar, disciplinary proceedings shall be held by the Director upon authorization by the Executive Council and the Director shall recommend to the Executive Council the proposed action to be taken against the Registrar.
- (8) If the case directly involves the Director, the Visitor may cause disciplinary proceedings to be conducted against him through member/members of General Council selected by the Visitor, who in turn would recommend appropriate actions to be taken against the Director, to the General Council.

Chapter IV
Admission, Fee Structure, Course & Curriculum
[See sections 8, 41, 42, 46 of the Act]
Regulation 57

Enrolment of students

- (1) No student shall be eligible to enrolment in the Undergraduate Programme of the University unless he has passed the Higher Secondary School Certificate Examination conducted by the Gujarat Secondary Education Board or an examination considered by the University as equivalent thereto. Students who have obtained a first degree from a UGC recognized University shall be entitled to take admission, subject to passing of the CLAT.
- (2) No student shall be eligible to enrolment in the LL.M Programme of the University unless he has passed any of the courses offered in the Undergraduate Programme by the University or an examination considered by the University as equivalent thereto, subject to passing of the CLAT.
- (3) No student shall be eligible to enrolment in the Ph D Programme of the University unless he has passed the LL.M Programme of the University or an examination considered by the University as equivalent thereto.

Regulation 58

Courses

- (a) The University shall offer following degree courses:
 - a. Bachelor of Arts – BA, LLB (Honours)
 - b. Bachelor of Commerce, B.Com, LLB (Honours)
 - c. Bachelor of Science, B.Sc, LLB (Honours)
 - d. LL.M (Master of Laws)
 - e. Ph.D (Doctor of Philosophy)
- (b) The University may award a degree of LL.D (Doctor of Laws) to a person who has made special contribution, as determined by the Academic Council, to the enhancement of knowledge and critical understanding on the existing knowledge, by way of undertaking research studies or quality publications.
- (c) The University may offer full-time/part-time or distant courses at post-graduate diploma and certificate level in law and related subjects in accordance with the guidelines prescribed by the Academic Council.

Regulation 59

Admission & Fees

(1) Undergraduate Programmes

- (a) Admission Criteria and Procedure for
Admission criteria and procedure for Undergraduate programmes of the University shall be as follows:
 - (1) Admission to the University shall be purely on the basis of merit, mainly assessed through a Common Law Admission Test.
 - (2) The CLAT will be conducted annually and admission at the following law universities shall be governed by the CLAT.
 - (a) National Law School of India University, Bangalore (NLSIU)
 - (b) NALSAR University of Law, Hyderabad (NALSAR, Hyderabad)
 - (c) National Law Institute University, Bhopal (NLIU, Bhopal)
 - (d) The West Bengal National University of Juridical Science, Kolkata (WBNUJS, Kolkatta)
 - (e) National Law University, Jodhpur (NLU, Jodhpur)
 - (f) Hidayatullah National Law University, Raipur (HNLU, Raipur)
 - (g) Gujarat National Law University, Gandhinagar (GNLU, Gandhingar)
 - (h) Dr. Ram Manohar Lohiya National Law University, Lucknow
 - (i) Rajiv Gandhi National University of Law, Punjab

- (j) Chanakya National Law University, Patna (CNLU, Patna)
- (k) National University of Advanced Legal Studies, Kochi (NUALS, Kochi)

The examination shall be conducted on rotation basis by the above mentioned basis based on seniority. The norms of CLAT shall be prescribed by the core committee of CLET comprising of Vice-Chancellor's/Directors of all participating National Law Universities.

(b) Eligibility

To be eligible for taking CLAT, a candidate should have passed 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.

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

(c) Pattern of the Test Paper:

| | |
|---------------------------|-------|
| Total Marks | : 200 |
| Total number of questions | : 200 |

Subject areas with weightage:

| | |
|---|------------|
| English including Comprehension | : 40 marks |
| General Knowledge/Current Affairs | : 50 marks |
| Elementary Mathematics (Numerical ability) | : 20 marks |
| Legal Aptitude | : 45 marks |
| Logical Reasoning | : 45 marks |

(2) Post Graduate Programme

The University shall offer an LL.M. programme keeping in view the following objectives:-

- (a) To promote legal research and to suitably equip legal scholars for the task.
- (b) To gain specialization, yet integrated with a general perception of law.
- (c) To introduce practical dimensions in application of specialized knowledge.
- (d) To gain initial experience in teaching of law.

The University expects that the students selected for the LL.M. programme will be the bridge between the faculty and the undergraduate students. The CLAT for the post-graduate programme (LL.M.) will be applicable for admission to NLSIU, NALSAR, NLIU, WBNUJS, HNLU, GNLU, RMLNLU and RGNUL only. For NLU, Jodhpur candidates are required to apply separately to that University.

Admission criteria and procedure for LL.M. programme of the University shall be as follows:

(a) Eligibility and Number of Students

- I. The intake is restricted to 15 students., To be eligible for appearing in the Common Law Admission Test (CLAT) to the two year LL.M. Degree Course, a candidate should have passed the LL.B. / B. L. Degree or an equivalent degree from a recognized University with not less than 55% marks in aggregate (50% in case of SC/ST/OBC/Persons with Disability) subject to reservation at the University concerned.
- II. Candidate awaiting results of the qualifying examination can appear for the test on the condition that they produce proof of having passed the qualifying examination with the prescribed marks before or at the time of counseling.

III. As the UGC Model Syllabus for Law (2001) emphasises: “Whether it is teaching, practice of law, administration of justice or management of legal counseling in a firm, specialization is a must. A thorough knowledge in a particular branch of law is the objective of LL.M. programme”. The admission to LL.M. programmes is offered for the candidates based upon their performance in the CLAT.

(b) Programme Structure

The programme structure divides the courses into two categories: four core courses, one clinical course and seven courses of specialization, all spread over four semesters. Research Methodology and practicals, one of the core courses, has three segments-lectures and assignments on Research Methodology, Clinical and classroom teaching. The dissertation spread over the third and fourth semesters will be equivalent to two courses. Grading and grade point allocation for each course will be on the basis of the seven point-grade configuration provided for the undergraduate courses.

(c) Pattern of the Test Paper:

Total Marks: 200

Number of Questions:

- i) Objective Type : 50 question of one mark each
- ii) Short answers : 10 questions of five marks each
- iii) Essay : Two questions of 50 marks each

(Two sections containing three questions each out of which one from each section to be answered.)

(d) Cut-off marks at the Test:

To qualify in the Test for admission to the Post-graduate Programme at the above mentioned Universities, a candidate should secure a minimum of 50% marks (40% in case of SC / ST / OBC and Persons with Disability) in the Common Law Admission Test subject to reservation at the University concerned.

(3) Counseling:

The candidates on the basis of the Rank List shall appear for Counseling before a faculty member or before a panel appointed by the Director. The Counseling shall determine the general suitability of a candidate for admission.

(4) Intake Capacity:

- (a) Subject to further review by the University authorities, the University may admit up to and not exceeding 160 students for each of the Under Graduate three degree courses. Provided that it has the discretion to fix a lower intake level, depending on the general standards of available candidates or for operational reasons. 15% of the seats will be reserved for S.C. candidates, 7.5% for S.T. candidates, 3% for physically disabled candidates and 25% for candidates domiciled in the State of Gujarat. A horizontal reservation of 30% of seats shall also be made in favour of girl students, cutting across all the above categories should any of these quota seat unfilled, it shall be available to the general category of candidates.
- (b) On the basis of the Rank List, Wait Lists may be maintained that shall stay in place after expiry of the first list but shall lapse on dates specified therein. The last wait list shall lapse one week after commencement of classes.
- (c) The University may reserve the right not to offer any one stream of B.A./B.Sc./B.Com. LL.B. (Honours) Programme at any time if sufficient numbers of students have not been found qualified for the stream. Allocation of streams shall be strictly based on the performance of students in the first two semesters. A candidate's preference for a stream

indicated in his Application Form shall not in any way bind the University to offer admission into such stream.

Explanation: The Director shall have the discretion to review the above Admission Criteria and Procedure, including the intake capacity, and sufficiency of the number of students for the running of each of the three undergraduate degree courses.

(5) Fee Structure

Subject to alterations/revisions from time to time (without notice, even during an academic year, should exigencies so demand), the fee structure may be prescribed by the Executive Council each year.

(6) Occasional Fees

Depending on how a student fares in his studies, the Examination Rules may prescribe appropriate fees for Repeat/Improvement Examination, Re-Admission Fee and a re-Registration Fee and such other occasional fees as the Executive Council may deem appropriate.

(7) Concessions, Free-ships and Scholarships

- (a) The University may grant scholarship, prizes and medals to the deserving students who excel in studies. Academic Council may constitute a special Committee for the purpose.
- (b) The S.C./S.T./Physically Challenged students may, on production of appropriate proof to the satisfaction of the University, be awarded 50 per cent reduction in the refundable hostel deposit. They may apply to relevant Government department for special scholarship facilities.
- (c) The Executive Council may, on the recommendation of the Director, grant free-ships and financial assistance for deserving cases based on an assessment of academic performance and the economic situation of individual applicants.

(8) Payment of Fee and defaults;

The fee must be paid on or before the prescribed date at the time of admission and at the commencement of each academic year. Default of payment by the prescribed date shall entail payment of a late fee of Rs. 10 for each day of default, till the end of 30 days from the prescribed date. Thereafter the defaulting student shall be removed from the rolls of the University, and may, at the discretion of the University, only be readmitted -

- (a) On payment of the re-admission fee,
- (b) In addition to all the defaulted payments including the late fee calculated to the date of re-admission.
- (c) In addition to all the defaulted payments including the late fee calculated to the date of re-admission.

Refundable deposits shall not limit the liability of a student for his conduct resulting in damage to or conversion or misappropriation of University property. Each case of such conduct may entitle University to claim appropriate damages from the student involved.

The transport fee shall cover the regular transport between Hostel and Academic Block and special trips arranged by the University for the benefit of the students.

Regulation 60
Curriculum for Undergraduate Programme

| | |
|---|---|
| Semester I | Semester II |
| <ol style="list-style-type: none"> 1. English (Communicative English) 2. Introduction to Economics 3. History 4. Introduction to Science and Technology 5. Legal Methods 6. Law of Torts | <ol style="list-style-type: none"> 1. Legal language & Legal English 2. Introduction to Political Science 3. Introduction to Business & Management 4. Sociology 5. Legal History 6. Contract I (General Principles & Specific Reliefs) |
| Semester III | Semester IV |
| <ol style="list-style-type: none"> 1. Constitutional Law I (Article 1 to 51-A) 2. Legal Theory (Schools and Concepts) 3. Law of Crimes 4. Law of Contracts II (Specific contracts, Partnership and Sale of Goods) 5. Law of Civil Procedure I 6. Stream Papers | <ol style="list-style-type: none"> 1. Constitutional Law II (Constitutional Bodies) 2. Family Law I 3. Law of Criminal Procedure (Including Probation of Offenders and Juvenile Justice) 4. Law of Civil Procedure II (Limitation and Registration Act, Drafting, Pleading & Conveyancing) 5. Public International Law 6. Stream Papers |
| Semester V | Semester VI |
| <ol style="list-style-type: none"> 1. Banking and Negotiable Instruments 2. Corporate Law I (Companies Act) 3. Family Law II 4. Private International Law 5. Constitutional Law III (Centre State Relations, Emergency & Amendments) 6. Stream Papers | <ol style="list-style-type: none"> 1. Interpretation of Statutes 2. Administrative Law 3. Law of Evidence 4. Corporate Law II (SEBI, SCRA, aspects of FEMA) 5. Transfer of Property and Easement 6. Stream Papers |
| Semester VII | Semester VIII |
| <ol style="list-style-type: none"> 1. Environmental Law 2. Labour laws I 3. Insurance Law 4. Law of Taxation 5. Intellectual Property Law 6. Natural Resources and Energy Law/Sports Law | <ol style="list-style-type: none"> 1. Human Rights and Humanitarian Law 2. Labour Law II 3. Land Laws & Agricultural Laws 4. Alternative Dispute Resolution 5. Maritime Law 6. Biotechnology Law/Law of Disability |
| Semester IX | Semester X |
| <ol style="list-style-type: none"> 1. Air and Space Law 2. International Trade and Business Law 3. Cyber Law/Transportation Law 4. Clinic (Public Interest Lawyering, Professional Ethics & Law of Contempt) 5. Seminar I (Group Seminar) 6. Seminar II (Group Seminar) <ol style="list-style-type: none"> a) Comparative Constitution b) Law of Insolvency c) International Taxation d) Corporate Governance e) Infrastructure Laws f) Media Law. | <ol style="list-style-type: none"> 1. Security and Investment 2. WTO/Competition Law 3. Seminar III (Group Seminar) 4. Seminar IV (Group Seminar) <ol style="list-style-type: none"> a) Trusts, Equity and Fiduciary Relationship b) Foreign Laws c) Election Law d) International Arbitration e) Environmental Advocacy f) Parliamentary Procedures |

Regulation 61

Admission criteria and procedure for Ph.D. programme of the University

Admission criteria and procedure for Ph.D. programme of the University shall be as follows:

- 1) Eligibility:
The admissions to Ph D programme shall be based on the eligibility conditions that a candidate has scored atleast 55 % of marks in his LLM/Post Graduation in Law/Equivalent recognized post graduation with 55 % of marks.
- 2) Presentation of Seminars:
Each candidate is required to present a seminar, on the topic of his choice and the selection of candidates for admission will be based on their performance in the seminar presented by them.

Regulation 62

LL.M. / Ph.D. Fee Structure

Subject to alterations/revisions from time to time (without notice, even during an academic year, should exigencies so demand), the fee structure may be prescribed by the Executive Council each year.

Regulation 63

Other conditions of admission

- 1) Hostel accommodation is compulsory and will be governed by the regulation 70.
- 2) Tuition fee and other fees paid by a student at the time of admission or at the commencement of an academic year shall not be refunded under any circumstances.
- 3) If admission is cancelled or the student decides to discontinue for any reason, after payment of fees, he shall be reimbursed only the refundable deposits.

Regulation 64
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 Group 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

Regulation 65
Curriculum for Ph.D Programme

Upon admission, the students will be required to undergo a study as may be prescribed by the Committee on Advanced Study in the following:

1. Jurisprudence and Legal Theory
2. Research Methodology
3. Constitutional Law.

**Regulation 66
Examination Rules**

(1) Examination Rules for the Undergraduate Courses

- (1) Examination is an ongoing process, as far as possible with continuous evaluation of the students' performance. The examination and evaluation are conducted in-house by the Subject Teachers, under the supervision of an Examination Committee.
- (2) The Examination Committee shall be constituted by the Director consisting of not less than three teachers of the University, one of whom must be a Professor. The senior most among the three teachers shall be the Chief Examiner and Moderator. He/she may designate a member of the Committee as a Co-Chief Examiner. The tenure of the members of the Examination Committee shall be one academic year. They are eligible for re-nomination. In the event of any vacancy arising in the Examination Committee the Director shall nominate another faculty member to fill in the vacancy. The Examination Committee may co-opt a member with the approval of the Director in writing.

(3) Attendance Rules:

- (a) Students securing attendance (physical presence in the class) of more than 75% shall be awarded marks as per the scheme below

| | |
|-------------|-----------|
| 76 to 80 % | 3.0 marks |
| 81 to 85 % | 3.5 marks |
| 86 to 90 % | 4.0 marks |
| 91 to 95 % | 4.5 marks |
| 96 to 100 % | 5.0 marks |
- (b) Attendance of at least 75% of the total number of classes held in each course is compulsory. Calculation of percentage is done based on total number of classes engaged in the respective subjects.
- (c) Students failing to obtain 75% attendance in a given subject shall not be allowed to appear in the End Semester Examination for that subject and will be required to re-register himself / herself for that subject when it is again scheduled to be offered.
- (d) Status reports on attendance in each subject shall be notified once in the middle of the semester and three working days, as far as possible before the end semester examination.
- (e) Leave of absence may be claimed in the following manner for the following reasons:-

| (d)1 | <u>Reasons</u> | <u>Procedure</u> | <u>Condonation</u> |
|------|---|--|--|
| | Representing the University for any National/ International Moot Court competition and/or on any conferences/forum. | i Application to the Examination Committee through Convenor, Moot Court Committee | a) International: Thirty three percent (33%) of the total classes held, with reasonable number of days required for travel (to and fro journey between the University and the place of event) and actual days of participation in the competition. b) National: Twenty five percent (25%) of the total classes held, with reasonable number of days required for travel (to and fro journey between the University and the place of event) and actual days of participation in the competition. c) International Moot Court Competition having two rounds: Reasonable number of days required for travel |

| | | | | |
|-------------|--|-----|--|---|
| | | | | (to and fro journey between the University and the place of event) and actual days of participation in the competition. |
| (d)2 | Participating in any University activity authorized by the University (Conferences / Paper presentations etc). | ii | Application to the Examination Committee through class coordinator at least three days before the event. | Actual number of days spent for traveling or four days, whichever are more and actual days of participation in competition or 3 days, whichever is more in each subject. Note: Condonation of attendance is permitted only for three fora/ paper presentations in each semester. |
| (d)3 | Medical grounds (Hospitalization, Accident, contagious / infectious diseases | iii | Application to the Examination Committee through class coordinator accompanying the following documents within three days joining: a) Medical Certificate from or endorsed by the University Panel Doctor. b) In case of hospitalization, the medical certificate from the hospital endorsed by the University Panel Doctor. c) In case of the medical certificate issued by an outside doctor other than a government appointed doctor, it should be endorsed by the University Panel Doctor. d) Supporting letter from the Resident Warden. e) In case of planned treatment, application along with medical certificate must be submitted in advance. | Up to 8% of total classes taken in each subject, subject to discretion of the Director. The medical applications will be considered only in cases of hospitalization of minimum 5 days or more, contagious /infectious diseases, accident. Note: d) The Examination Committee, in consultation with the resident faculty warden/Doctor will examine the submitted medical certificate. The Committee reserves the right to accept or reject the same. e) In case any medical certificate submitted is found to be false or not from the competent medical authority /hospital serious action will be taken on such misrepresentation. The impugned Medical Certificate shall have no effect. |

| | | | | |
|-------------|-----------------------|---|---|---|
| (d)4 | Bereavement in family | : | The application for condonation shall be made to the Examination Committee through the class coordinator. | Up to 8% of total classes taken in each subject, subject to discretion of the Director. |
|-------------|-----------------------|---|---|---|

(4) Moot Courts/Project Assignments:

- (a) Every subject, prescribed in the curriculum of study shall, unless otherwise decided by the University, have a component of guided self-study in the form of either a project assignment or a moot court assignment/class test, carrying up to 20% of the total marks in the subject. Under this component the Subject Teacher may, with information to the Examination Committee in writing, adopt any method of evaluation within the allotted 20 % marks.
- (b) Students participating in the National Moot Court Competitions shall be exempted from class test/submission of Project **in one subject and students participating in the International Moot Court Competition shall be exempted from class test/submission of Projects in two subjects.** In place of class test /Project(s) the participants shall submit moot court memorials prepared for a National/International Moot Court Competition. The memorial will be evaluated by such faculty member competent in the subject matter as the Examination Committee may decide.
- (c) The exemption from the submission of projects will be given only in respect of law subjects.
- (d) Students having backlog shall not be eligible to participate in Moot Court or any other competitions.

(5) End-Semester Examination:

- (a) There shall be a written examination at the end of a Semester for each subject.
- (b) The End Semester Examination shall be conducted for each subject carrying maximum 60 marks.
- (c) The duration of the End Semester Examination shall be 3 hours and in case of a science subject it shall be 2 hours.
- (d) Consultation of books or any written material at the examination halls is not permitted. Bare Acts / any other material may be allowed in the examination hall on the recommendation of the Subject Teacher.

(6) Break-up of maximum marks in each subject

| | | | |
|----|--|---|-----------|
| 1. | Attendance | - | 05 marks |
| 2. | Continuous Evaluation- | - | 30 marks |
| 3. | Discipline, Class participation and Others | - | 05 marks |
| 4. | Semester End Examination | - | 60 marks |
| | | | ----- |
| | Total | - | 100 marks |

(7) Non-Appearance in Examinations:

- (a) End Term Examination:
 - i) If a student is unable to appear in the End-Term examination due to participation in the University team for moot court competitions only then he/she may appear in a special examination: Provided that the student's application for not appearing in the End-term examination will be accepted only upon the recommendation of the Convener, Moot Court Committee or any other relevant committee.
 - ii) Should a student fail to appear in the special examination for whatsoever reason, he/she shall be treated as 'fail' and shall have to appear for the subject again as and when the subject is offered.

- iii) If a student is unable to appear in the End-Term Examinations due to serious medical reason, he/she will have to appear for the subject as and when the subject is offered. Provided that the student either in person or through someone authorised, should submit the application, duly certified by the resident warden and the faculty resident warden, to the Examination Committee. The student shall also submit the medical certificate to the Examination Centre within three days from the date of returning to the classes.
 - iv) The examination committee, in consultation with the resident faculty warden/Doctor will examine the submitted medical certificates and reserves the right to accept or reject the medical certificate, and in case of rejection the student will be considered as **'Fail'**.
 - v) Should the student remain absent in the examination for whatsoever reason without prior intimation to the Examination Committee he/she shall be treated as **'Fail'**.
- (b) Periodical Evaluation:-
- i) Should the student fail to appear in Periodical Evaluation for whatsoever reason, except participation in Moot court or any other national or international competition on behalf of the University, he/she shall be marked **Zero**.
 - ii) No separate test or viva-voce will be conducted or project be given in these cases. In such case only the marks of any test in which the student appeared will be considered.
 - iii) If the student fails to appear in both the tests or submit the project he/she shall be marked **Zero**.

(2) Promotion Scheme for the Undergraduate Programme

- (a) GNLU offers 12 subjects in a year.
- (b) In order to be promoted to the next year, a student must obtain at least a 'C' grade in at least six subjects taught in a year.
- (c) If a student fails to obtain 'C' grade in at least six subjects taught in one year, he/she shall not be promoted to the next year. He/she shall repeat the year after seeking re-admission to the same class, on payment of the yearly fees according to the fees structure (except deposit) of the year.
- (d) The facility of re-admission in respect of one academic year may be available to a student only once.
- (e) "Re-admission" mean – seeking admission into an academic, year, afresh.
- (f) "Re-registration" means registration for taking the examination in a subject again.
- (g) If a student is failed in less than six subjects in a year, he/she shall re-register for Repeat Backlog Examination.
- (h) The Repeat Backlog Examination in a subject shall be conducted only when the said subject is next offered in due course.
- (i) The Examination committee may lay down procedural rules in respect of all repeat examination.
- (j) The statement of marks shall record "Repeat Examination" in the name of the examination, as such and shall show only those subjects/courses in which the student appeared for the examination.
- (k) In the final tally of marks or grade points for each subject or in the aggregate fractions of 0".5 or more" shall be rounded off to the next whole number and fractions of less than "0.5" will be rounded off to the previous whole number.
- (l) In the event of a student failing by a fraction of a marks or grade point in a subject, the Director shall have the discretion to round it off to the minimum qualifying marks or grade point on the recommendation of the Examination Committee to enable such student to obtain minimum marks for passing; provided that he/she has shown all-round satisfactory performance.

- (m) The syllabus for the repeat examination shall be the syllabus taught during the current session in which the student is appearing for the repeat examination and not the previous syllabus.
- (n) Student shall have to pass all the subjects to be promoted to the IV Year. No carry over is permitted to the IV year.
- (o) The Maximum period within which a student can complete the entire course shall be eight years.

(3) Grade, Grade Points and Marks Equivalents for Undergraduate Programme

The Results are announced through grades in a seven-point scale. The corresponding Grade values are as follows:

| Marks | Grade | Value |
|-----------------------------|------------------|-------|
| 75% and above | O (Outstanding) | 7 |
| 70% and above but below 75% | E (Excellent) | 6 |
| 65% and above but below 70% | A+ (Distinction) | 5 |
| 60% and above but below 65% | A (Very good) | 4 |
| 55% and above but below 60% | B+ (Good) | 3 |
| 50% and above but below 55% | B (Fair) | 2 |
| 40% and above but below 50% | C (Pass) | 1 |
| Below 40% | F (Fail) | 0 |

(4) Award of Graduate Degree

A student shall be eligible for award of B.A/B.Sc./B.Com. LL.B (Honours) Degree only when he / she shall have successfully completed the number of courses prescribed in the five year period of study by obtaining a minimum of 'B' Grade.

(5) Publication of Results

- (1) The Examination Committee shall cause the examination results to be duly published.
- (2) The format and method of publication of result shall be determined by the Examination Committee from time to time.
- (3) The examination results shall be signed by the Chief Examiner.
- (4) A statement of marks shall be issued after each semester to every student upon announcement of final results.
- (5) The Examination Committee reserves the right to make necessary corrections if required, in the results declared, even after the declaration of results with the approval of the Director.

(6) Process of Examination

- (1) Each Subject Teacher is free to devise a process of examination in her/his respective courses. It shall be subject to the approval of the Examination Committee.
- (2) Each Subject Teacher is responsible for the entire process of Examination of his / her course. The Examination Committee will be available for consultation as and when necessary.
- (3) The evaluation of examination papers shall be performed by the Subject Teacher by himself/herself.
- (4) In the event of a Subject Teacher having a close family relation with a candidate for the examination, he / she shall refrain from any examination work after informing the Examination Committee of the reasons in writing. On receipt of such information, the Director may on the recommendations of the Examination Committee, appoint an examiner to that course.
- (5) Each Subject Teacher shall adhere to the examination programme scheduled by the Examination Committee and shall be responsible for the evaluation and declaration of results according to the announced schedule.

- (6) The scheme of Examination and evaluation shall be given to the Examination Committee in writing by each Subject Teacher within fifteen days of commencement of the semester. No subsequent changes shall be made, except for good reasons and with the approval of the Examination Committee.
- (7) It shall be the duty of each Subject Teacher to invigilate the Examination according to the schedule set by the Examination Committee, unless he/she is excused by the Dean of Academic Affairs in consultation with the Chief Examiner for sufficient reasons.

(7) Duty of the Invigilator

- (1) Invigilators shall report at the Examination Centre *20 minutes* before the commencement of the examination.
- (2) Invigilators shall enter the Examination Hall before 10 minutes before the commencement of the examination.
- (3) Invigilators shall be vigilant during examination and shall record instances of any mal-practice during invigilation in the invigilation diary, bring them to the notice of the Examination Committee without delay, and take appropriate actions in consultation with the Examination Committee.
- (4) Invigilators shall submit the duly filled-in Invigilator's diary and the Answer scripts to the Examination Committee immediately after the examination.
- (5) Invigilators shall initial with date the answer scripts only after verification of the relevant entries; and additional scripts before issuing them to the candidates in the Examination Hall.

(8) Rules for Setting Question Paper

- (1) Each Subject Teacher shall submit to the Examination Committee the question paper on or before the date fixed by the Examination Committee. Once a question paper is set and filed with the Committee, it shall not be altered, save in special circumstances approved by the Dean, Academic Affairs.
- (2) So far as practicable, each question paper shall be designed to test the understanding of the students in the relevant subject. It should, as far as practicable, be problem-oriented or of a nature that it requires application of knowledge.
- (3) A Subject Teacher may, in prior consultation with the Dean, Academic Affairs and the Examination Committee, set a moot case as part of an examination. The changed pattern of the question paper shall be notified to the students not less than seven days before the commencement of the examination.
- (4) (a) The Subject Teacher shall ensure that the question paper covers only the topics from within the syllabus.
(b) The Subject Teacher shall inform the students well in advance of the examinations about the general model of the question paper in each of their subjects.
- (5) Each Subject Teacher shall submit a copy of the current syllabus of the subject being taught by him/her to the Examination Committee.

(9) Moderation of Question Papers and Model Answers

- (1) The Chief Examiner of the Examination Committee shall moderate on the question papers submitted by the Subject Teachers.
- (2) The Moderator shall ensure that the questions are from within the syllabus and framed in a manner intelligible to the student.
- (3) The Moderator shall ensure that the question paper model conforms to the scheme of evaluation submitted by the Subject Teachers at the beginning of the semester.

(10) Evaluation process

- (1) The evaluation of all examinations shall be made by the respective individual Subject Teachers.

- (2) The pattern for the End-semester Examination shall be set by the Examination Committee.
- (3) The Evaluation shall be as on the basis of the Model Answer submitted by the Subject Teacher.
- (4) The Subject Teacher shall submit a duly filled evaluation sheet to the Examination Committee after completing evaluation of the answer scripts.
- (5) The evaluation of the projects shall be devised by the individual Subject Teachers with information to the Examination Committee.
- (6) The allocation of marks to each answer and totaling and re-totaling thereof shall be done by individual Subject Teachers.

(11) Re-totaling of Marks

The Examination Committee shall be responsible for entering of Marks in each of the subject for the purpose of declaration of results and it shall only check the grand total of marks allotted given by the Subject Teacher.

(12) Access to Answer Scripts/Correction of Errors in Published Results

- (1) The Subject Teacher shall provide access to answer scripts after publication of results or re-opening of the University after vacation, as the case may be; as per the instructions specified by the Examination Committee from time to time.
- (2) The Subject Teacher shall provide access to answer scripts after publication of results of the mid-semester examination as per the instructions specified by the Examination Committee from time to time.
- (3) If the student, after access to his/her answers script is dissatisfied with the evaluation, he/she may apply for reevaluation of the answer script.
- (4) There shall be no re-evaluation of periodic evaluation, projects and class assignments.
- (5) In case of any clerical/computing errors, the Subject Teacher may recommend, *in writing* to the Examination Committee to effect appropriate corrections.
- (6) The Examination Committee shall have power *suo-motu* to effect any corrections of clerical/computing errors that may appear in the published results as well as in answer scripts.

(13) Re-evaluation

- (1) A student seeking re-evaluation of his / her answer scripts shall submit application during the period specified by the Examination Committee. The re-evaluation fee is Rs.200/- for each paper. The re-evaluation fee may be revised from time to time, subject to approval of the Director.
- (2) There shall be no re-evaluation of periodical evaluation.
- (3) The Director, in the consultation of the Examination Committee, shall appoint a faculty member other than the Subject Teacher or an external examiner for the purpose of re-evaluation in each course.
- (4) The rules for the re-evaluation process shall be as laid down under GNLU Examination Rules by the Examination Committee.
- (5) In the event of a difference of 7 or more marks, or 1 grade points between the re-evaluation and original evaluation, the Director shall in consultation with the Examination Committee, refer the paper to a third examiner and shall require the Subject Teacher to defend himself / herself before Examination Committee.
- (6) In the event of re-evaluation, no change in the marks obtained shall be made, unless the difference between the marks allotted before the re-evaluation and those after re-evaluation is at least 5% of the pre-re-evaluation marks. After re-evaluation the higher score obtained shall be final.

- (7) The remuneration for an external re-evaluator shall be Rs. 15/- per script with minimum of Rs.150/-: Provided that these rates of remuneration may be reviewed from time to time by the Academic Council.
- (8) The Director may, on the recommendation of the Examination Committee direct the Chief Examiner to moderate the evaluation of all answer scripts in any subject.

(14) Rules for Examination Committee: General Rules

- (1) The Examination Committee shall be under the direct supervision of the Chief Examiner, reporting to the Director.
- (2) The Examination Committee shall facilitate conduct of all Examinations, Evaluations, Publication of results and Maintenance of records.

(15) Conduct of Examination

- (1) The Examination Committee shall notify the schedule for the examinations. It shall with the prior approval of the Director, arrange for Special/ Supplementary Examinations.
- (2) The Examination Committee shall communicate to the Subject Teacher the date for submission of the question papers.
- (3) The Examination Committee shall allot registration numbers to the students, valid for the entire duration of their study at the University.
- (4) The Examination Committee shall communicate the seating plan to the administration to enable the administration to organize the Examination Halls.
- (5) All members of faculty and administration of the University have a duty to render all necessary assistance to the Examination Committee for the conduct of all the examinations.
- (6) (a) No student shall be allowed into the Examination Hall after the commencement of the examination (i.e., after the ringing of the final bell at the commencement).
(b) No student shall be allowed to leave the examination hall before the expiry of one hour from the commencement of the examination.
(c) No student shall be allowed to leave the examination hall during the last ten minutes after the warning bell.
(d) After the last 10 minutes warning bell no additional sheets shall be provided to students and they shall tie up their answer scripts and additional sheet/s.
- (7) No educational aids or materials, books or papers or any electronic gadgets are permitted into the Examination halls. Provided the Subject Teacher with prior intimation to the Examination Committee may permit the use of bare acts without any scribbling or markings thereon for the examination.
- (8) Resort to unfair means in examinations shall entail summary cancellation of candidature of the student, on the recommendations of the Examination Committee and may lead to expulsion after inquiry by the Proctor or by a Special Committee as the Director may decide.

(16) Evaluation

The Examination Committee may organize centralised evaluation of the End-semester answer scripts, including fixing of deadlines whenever required, and may fix the maximum number of scripts to be evaluated each day by each Subject Teacher.

(17) Repeat Examination

- (1) The fee for the repeat examination is Rs. 250/- for each paper. The fees for the second repeat examination and thereof shall be Rs.1000/-. The repeat examination fee may be revised from time to time, subject to approval of the Academic Council.

- (2) The syllabus for the repeat/special examination shall be the syllabus taught for the current session in which the student is appearing for the repeat examination and not the previous syllabus.
- (3) If a student fails to appear in the repeat examination for whatsoever reason he/she shall be counted as 'fail'.

(18) Credit Allocation

- (1) The Academic Council shall decide the number of courses, their syllabi and the number of credits to be assigned to each course.
- (2) Subject to the discretion of the Academic Council, the credit of the compulsory Science, Commerce and Arts courses shall be at least four credits and the law courses shall be at least of five credits each.

Explanation: Number of credits corresponds to the number of contact hours each week that a subject must be taught.

- (3) The University may decide to offer extra credit courses whenever possible on the basis of rules framed by the Examination Committee for that purpose.
- (4) The University may also decide to offer non-credit compulsory /optional courses, as it may deem fit.

(19) Student Exchange Programmes

- (1) The University may decide to send students to other Universities for study on exchange basis or otherwise and have the grades/credits transferred to GNLU.
- (2) Grade transfer shall be effected only on the basis of similarity of subjects / courses being taught in another University, with those offered in this University in the relevant Semester. No grade transfer will take place in respect of courses not taught at this University in the relevant semester.
- (3) Transfer of grade will be decided by the Degree Equivalence Committee of the University appointed by the Academic Council.
- (4) The attendance obtained by a student in the another University may ordinarily be transferred to this University for the purpose of calculation of attendance.
- (5) The Examination Committee may recommend to the Academic Council on all other matters in relation to the transfer of credits and course equivalence as far as possible in terms of the principle of Continuous Evaluation and End Semester Examination.

(20) Matters not provided

- 1) The Director, on the recommendation of the Examination Committee and in consultation with the Committee on Academic Affairs, may make provisions for all matters not provided in this rules. He may also like wise decide on special rules including deviations from these rules to suit special situations. Provided he shall report on them to the Academic Council in its next meeting.
- 2) The Director may likewise take action in case of emergencies upon recommendation of the Examination Committee and in consultation with the Committee Academic Council Affairs.
- 3) The University reserves the right to modify, change, amend or review the examination rules, as it may at any time deem fit: provided that no changes shall apply retrospectively to the detriment of students. All changes shall be duly notified.
- 4) Notwithstanding anything contained in these rules the Academic Council may, in special circumstances, give appropriate dispensation on the merits of each case.
- 5) The rules shall always be subject to the UGC and Bar Council of India regulations and any other applicable rules.

Regulation 67
Award of Degree

A student shall be eligible for award of B.A./B.Sc./B.Com. LL.B (Hons) Degree only when he shall have successfully completed the number of courses prescribed for in the five year period of study by obtaining a minimum of 'B' Grade.

Regulation 68
Student Exchange Programmes

- (1) The University may decide to send students to other Universities for study on exchange basis or otherwise and have the grades/credits transferred to University.
- (2) Grade transfer shall be effected only on the basis of similarity of subjects / courses being taught in another University, with those offered in this University in the relevant Semester. No grade transfer will take place in respect of courses not taught at this University in the relevant semester.
- (3) Transfer of grade will be decided by the Degree Equivalence Committee of the University appointed by the Academic Council.
- (4) The attendance obtained by a student in another University may ordinarily be transferred to this University for the purpose of calculation of attendance.
- (5) The Examination Committee may recommend to the Academic Council on all other matters in relation to the transfer of credits and course equivalence as far as possible in terms of the principle of Continuous Evaluation and End Semester Examination.

Regulation 69
Internship Committee Rules

These rules formulated pursuant to Art. 01 of the Constitution of the Internship Committee may be called **Internship Committee Rules 2009** and shall replace any other existing rules time being in force.

PART I Aims and Objectives

The purpose of the internship program is to provide a planned transition from the university curriculum to a personal and professional setting in a students' area of interest. During the internship experience, the student will test the practical application of the theories of academic learning in the professional setting under the guidance and supervision of both a professional staff member and a university faculty advisor. As a part of the internship experience, the student will be evaluated on his/her work attributes and contributions in the assigned work or community setting. The student will have the opportunity to continually interact with the staff in the setting and periodically with the faculty in assessing his/her skills, accomplishments, and professional growth.

PART II General

1. Definitions

For the purpose of **Internship Committee Rules 2009** following meaning shall be assigned to the words and expressions occurring hereinafter.

- a. **Committee** shall mean the Internship Committee constituted for the purpose of administration and facilitation of internship programme/process meant for the students of the university.
- b. **Duration of internship** shall refer to the minimum and mandatory time period prescribed by the committee for the purpose of internship.

Explanation: For the purpose of these rules, the mandatory-minimum period of internship shall be 4-6 weeks.

Further it is clarified that for the purpose of evaluation, the internship requirement has to be met in one (1) academic year, which generally consists of two semesters starting from July through May in succeeding year. Internship Committee, Gujarat National Law University

- c. **Host organization** shall mean and include but is not limited to, the reference to lawyers, law firms, corporate houses, Non-profit Organizations, the Supreme Court, the High Courts of the States and Subordinate Courts along with the Honorable judges and affiliated organizations like the National and State Judicial Academies, National and State Human Rights Commissions, Legal & Legislative Departments and like organizations.
- d. **Internship** refers to work experience arrangement pursued by the students with the host organization in India or abroad.
- e. **Rules** shall mean Internship Committee Rules 2009.

2. Applicability

These rules shall apply, regulate and govern all internships arranged for the students of the University from July 2009 onwards.

Explanation: These rules continue to apply in cases where students arrange the internships for themselves which is in fulfillment of mandatory-minimum requirement. However, the rules governing conduct of student at host organization shall be applicable in all cases so long as a person is a student on roll call of the University.

3. Interpretation

These rules shall be interpreted objectively and should any confusion about the interpretation arise, the faculty member shall take final decision in consultation with the Director.

4. Functions

The Committee shall endeavor to secure each student an internship in each academic year for the minimum and mandatory duration specified under these rules pursuant to the policy and objectives of the University and Committee. The committee shall administer and facilitate the whole process in a progressive and expeditious manner.

PART III Procedure

5. Application

a. Prescribed format of application and the Curriculum Vitae

The Committee shall invite applications in the prescribed format along with curriculum vitae. A specimen application and format of CV may be published for the reference of the students.

b. Maximum number of preferences

- i. Every student can give up to five (5) preferences for the internship.
- ii. The committee shall treat all preferences equally through the procedure under these rules and students shall be informed of and be required to opt for the organization communicating outcome of application at earliest.
- iii. In case applications are invited separately, every student will be entitled to make up to five applications a year.

6. Vetting

Each application along with the curriculum vitae shall be vetted by the members of the committee. The committee may under this rule, prescribe sub-rules to regulate this process.

7. Acceptance

a. Time period

Upon successful application, every student applicant shall communicate his/her acceptance to the committee within the stipulated time period as may be prescribed by the committee.

b. Effect of Refusal

A student refusing an offer made for the internship shall be deemed to have withdrawn application and shall not remain eligible for an internship through the committee for the relevant academic year.

c. Undertaking

A student accepting offer of internship shall give the undertaking to pursue the internship within these rules and to be bound any other rules and regulations prescribed by the host organization.

8. Communication to the host organization

- a. The committee shall before or after the acceptance of the offer of internship communicate details of the student applicants.
- b. All such information relevant to the internship shall be communicated and shall include special requirements of a student like accessibility in case of physically disabled student.
- c. The committee shall forward an **Internship Kit** which shall contain a copy of the Internship Brochure, University Brochure, a letter expressing gratitude, a feedback form and an evaluation sheet.
- d. The Internship Brochure shall contain details of aims and objects of the internship, expectations from the host organization on the allotment of work, evaluation and appraisal of the student along with the organization structure and details of members of the committee.
- e. A special note may be attached specifying the contact details of the Committee members to be contacted in case of urgency or contravention/violation of the rules by the student.

9. Structure

All students enrolled for a five year course at the University shall be undertaking internships in internships on each academic year. For the purpose of academic and professional convenience and to achieve goals of internship programme, the committee recommends following order to be followed by the students.

- a. First Year: Non Government Organizations
- b. Second Year: Trial Court
- c. Third Year: High Court/Supreme Court/Law Firms/Corporate House
- d. Fourth Year: High Court/Supreme Court/Law Firms/Corporate House
- e. Fifth Year: High Court/Supreme Court/Law Firms/Corporate House

Explanation: It is clarified that each student is required to undertake internship at the High Court/Supreme Court, Law Firm and at Corporate House at least once in third, fourth or fifth year. The liberty shall rest with students to decide the order according to their priorities and career plans.

10. Breaks

Any student seeking to take a break from the internship for more than 5 days in a stretch or otherwise, shall inform the committee at an appropriate stage and seek the written approval wherever possible from the committee and the host organization. The same shall be mentioned in the report to be submitted at the end of internship pursuant to Rule 00.

11. Interruptions

- a. In no case a student shall be allowed to withdraw from the internship.
- b. A student may be allowed to terminate the internship on valid and reasonable grounds with prior permission of the committee and the host organization.
- c. A student will be required to submit the report for the purpose of evaluation under Rule 00 for the days he/she pursued the internship.

- d. The remaining duration shall have to be fulfilled at earliest opportunity in next available internship slot approved by the committee.

12. Unauthorized Interruptions

Where found that the student was irregular or he/she withdrew from the internship in contravention of these rules, such incidents shall be inquired by the committee and if found guilty, an appropriate disciplinary/punitive action may be prescribed / recommended to the director

12A. MISCONDUCT

- a. Any student found guilty of proved misconduct shall be debarred from further Internship opportunities through the Internship Committee nor shall he be awarded marks for the evaluation purpose.
- b. Where the Committee receives any communication or complain on alleged misconduct of student at the host organization, the incident shall be caused to be inquired in to and all supporting documents and evidence shall be sought and examined. An opportunity shall be given to the student to explain his misconduct.
- c. The complain shall caused to be inquired by the sub-committee consisting of two seating faculty members of the committees and a non-seating faculty member.
- d. The sub-committee shall endeavor to dispose the complain expeditiously and upon having reached to conclusion on the veracity of allegations, recommend an appropriate action to the Director.

PART IV EVALUATION

13. Submission of Form IC-2

Every student shall submit form IC-2 to the committee upon completion of the internship.

14. Evaluation

- a. The committee shall cause form IC-2 to be evaluated.
- b. The evaluation shall be done on the scale of 10 points.
- c. Such points secured in each academic year shall be added towards the end of the course and but shall not be considered for the purpose of the determination of the CGPA under the Examination Committee Rules.

Regulation 70 Moot Court Rules

(1) Moot Court Committee-

Developing the mooting acumen in the students of the University is one of the avowed objects of the University. Much impetus is given to develop the mooting skills amongst the students in general. To accomplish this objective a Moot Court Committee shall be established consisting of one faculty coordinator and students from each semester.

(2) Functions of the Moot Court Committee-

The functions of the Moot Court Committee shall be the following:-

- (a) To conduct Intra Moot Court rounds for selecting teams to represent the University.
- (b) To facilitate the participating teams for their effective participation.
- (c) Maintaining records, reports and research materials submitted by the participants.
- (d) Preparing Annual Brochures and seeking sponsorships from prospective donors.
- (e) Coordinating with other Universities and organizations.
- (f) To be the nodal point for organizing moot court competitions hosted by the University.
- (g) To be responsible for maintaining moot court collections, including of memorials in the library.
- (h) To do all things incidental, ancillary and convenient for effective performance of the above functions.

(3) Selection of Moot Court team of the University

- (a) The Moot Court Committee shall identify and recommend to the Director the Moot Court competitions at which the University student team(s) should be represented and the terms and conditions therefore.
- (b) Within 30 days after the constitution of a Moot Court Committee for each academic year, the Committee shall announce the mooting schedule for the ensuing academic year and submit a draft budget therefore to the Director. The draft budget shall indicate the extent of funding, if any, from the University Funds for specific Moot Competitions and plans if any for sponsorships from outside.
- (c) It shall be free to determine the structuring of the intra moot competition, keeping in views the operational logistics, including inviting outside experts to serve as judges.
- (d) The maximum number of members in the University Moot Court team shall be decided by the Moot Court Committee for each academic year.
- (e) The basis of selection of the University Moot Court team shall be decided by the Committee in consultation with the Faculty Advisory Board.

(4) Selecting a team to represent University in National and International Competitions

- (a) The Moot Court Committee shall, in consultation with the Faculty Advisory Board, constitute the University Moot Court teams for specified moot court competitions based upon the results of the intra Moot Court competitions. The Committee may, similarly, select and grade the various moot court competitions for the purpose of participation by the University.
- (b) The Moot Court Committee shall announce the selected teams to represent the University at national and international fora.
- (c) The Moot Court Committee shall liaise with the Organizers of various Moot Court Competitions.
- (d) The Committee shall supervise over the participating teams and keep track of their development in their research and assist them in furtherance of their research and performance.
- (e) The Committee may also recommend a faculty to be a Coach of the team, who has specialized in the subject matter of the concerned Moot Court Competition.
- (f) **Research:** Research being fundamental to the success in the moot court competitions, the participants in the University Moot Court teams shall be provided with necessary facilities.

(5) Library facilities

- (a) There shall be a separate section in the University Library with relevant materials such as memorial, cases etc. maintained in the library to facilitate the Moot Court team.
- (b) There shall be a separate register maintained in the Library and the mooters shall be provided with the facility of issuance of reference books also, only with the permission of the faculty advisor.
- (c) The reference books and other books/documents may be issued to the Moot Court to be carried to the places of competitions for a period of not more than 15 days. In case of any loss of or damage to books the participating team as a whole shall be liable for any penalty as may be provided in the Library rules.
- (d) The reference books for in-house research may be issued according to the Library rules as applicable for mooters.

(6) Computer laboratory and photocopying facilities

- (a) Two computers shall be reserved for Moot Court participants at any given point of time exclusively for moot research. Additional allocations may be made by the Computer Committee on the recommendation of the Moot Court Committee, if it is of the opinion that such special allocation is necessary to enable a team to prepare for its tasks, for any specified period.

- (b) With the prior written approval of the Faculty Coordinator and the relevant academic staff, the Computer laboratory may be accessed even beyond the normal working hours of the laboratory by the members of the Moot Court team.

(7) Attendance relaxation

Each member of the University Moot Court team is eligible for attendance relaxation up to the actual number of days spent for travel and participations in Inter-Institution Moot Court Competitions, with the prior approval of the Faculty for the purpose of preparation for inter-Moot court competition students are entitled to get exemption from attendance for seven days and twelve days for national and international moot court competition respectively.

(8) Disciplinary rules for members of the Moot Court team -

Members of the Moot Court team shall respect and observe following disciplinary rules aimed to maintain the decorum, dignity and values of University at all places where they may be sent as goodwill ambassadors of the University.

- (a) The participating team members shall obtain an express written consent from the Faculty Coordinator of Moot Court Committee that shall be copied to the Hostel Warden and Head of Academic Affairs at the time of leaving for the competition.
- (b) The participating team members shall, as far as possible, be in the formal outfits/attire during the non-mooting time at the place of competition.
- (c) Within 15 days from the date of completion of the competition, the participants shall submit the complete accounts of their expenditures where necessary with original bills.
- (d) Within 15 days from the date of completion of the competition, the participants shall submit the research materials and a participation report to the Moot Court Committee who shall cause them to be preserved in the Moot Court Section of the University library.

(9) Shields and awards

The participating teams shall hand over any shields or awards received for the performance of the team as whole to the University. These shall be caused to be displayed in the University premises, as may be deemed appropriate.

Chapter V
Financial Directives
[See sections 38, 39 and 40 of the Act]

Regulation 71
Financial Directives

(1) Funds to be spent on the basis of approved budget only

- (a) The Financial year of the University shall be from 1st April to 31st March of the subsequent year.
- (b) The funds of the University shall be utilized only in furtherance of the objectives and functions of the University as stipulated in the Act and in accordance with the provisions made in the budget by the Executive Council from time to time.

(2) Management of Funds and Expenditure

- (a) All moneys received by or on behalf of the University shall be brought into account and the amount so received shall be credited into the account of the University in the Bank on the same day or on the next working day, however, that an imprest amount of Rs. 10,000 is allowed to be maintained with the officer of the University authorized by the Director.
- (b) The money received shall be acknowledged by a receipt signed by a duly authorized person.
- (c) No expenditure shall be incurred unless such expenditure has been sanctioned by the authority competent to do so under the Act and the regulations.
- (d) Refund of deposit on any account shall be made with the sanction of the Director or any other person specifically authorized by the Director for this purpose.
- (e) Capital expenditure shall not be incurred without the previous sanction of the Finance Committee and the Executive Council.
- (f) The Director shall be entitled to incur expenditure within the limits prescribed by the Executive Council.
- (g) The Executive Council may authorize the Registrar to incur expenditure within the limits prescribed by the Executive Council.
- (e) All payments shall be ordinarily made by cheque, however, payment up to Rs. 2,000 may be made in cash for meeting petty expenditures.
- (f) The Director shall have the authority to spend or incur expenditure of emergent nature not provided in the budget not exceeding Rs. 10,000 at a time for the purposes of the University subject however, that the total amount so spent during one year does not exceed Rs 50,000. The expenditure so incurred shall be ratified from the Executive Council in its earliest meeting following the period during which such expenditure was incurred.

a. Funds of the University

All long term investments of the Funds of the University shall be invested in Bank deposits in a scheduled bank as defined in the Reserve Bank of India Act, 1938, or in a corresponding bank constituted under the Banking Companies (Acquisition and Transfer of Undertakings) Acts, 1970 and 1980 and/or such Government Securities as may be determined by the Executive Council from time to time. However, to meet day to day expenditure, a separate bank account with a nationalized bank may be opened to be operated jointly by the Registrar and the Accounts Officer.

b. TA/DA of officials

The faculty members and staff of the University shall be eligible for traveling and halting allowance according to the rates prescribed in these regulations. The Director shall be the authority to sanction traveling allowance and daily allowance bills of the faculty members and staff and will act as a Controlling Officer.

c. Budget

Budget estimates of income and expenditure for the coming financial year shall be prepared according to the directions of the Finance Committee and be placed before the Executive Council for approval before 30th June every year and after such approval, a copy be sent to the Government.

(3) Accounting Responsibilities and Procedures

- (a) Accounts Officer shall ensure compliance of Accounting regulations.
- (b) The Accounts Officer shall be responsible for the proper maintenance of all the accounts of the University. The Cash Book shall be balanced at the close of every working day and signed by the Accounts Officer and the Registrar.
- (c) The University shall keep and maintain such books of accounts, registers, receipt books and files as are required conforming to those maintained by other Universities as specified in clause (11) herein below.
- (d) Postage stamp account shall be maintained separately and expenditure on postage incurred in a day shall be posted in the book and signed by the Accounts Officer.
- (e) The books of accounts and all other books and documents connected with them shall remain under the custody of the Accounts Officer.
- (f) The annual audit of accounts shall be conducted by the Chartered Accountant appointed by the Executive Council in such terms and conditions as the Executive Council may deem fit and the accounts so audited shall be laid before the Executive Council not later than 31st October of every year.
- (g) At the end of each financial year, but not later than 31st December of the year, the Director shall forward a copy of the audited accounts and report of the auditors to the Government of Gujarat through the Legal Department.
- (h) All the property, buildings, assets, money and securities belonging to the University shall stand in the name of the Gujarat National Law University, Gandhinagar.

(7) Creation of funds

The Executive Council may establish one or more funds for identified purposes by transferring such sums as it may deem fit out of the amount of the receipts of the University.

(8) Stock Register

The University shall maintain a stock register in which it shall be entered all pieces of duly labeled and numbered furniture and fixtures, equipments and other articles owned by the University. The said Register shall be maintained up to date by the Accounts Officer. The Accounts Officer shall be responsible for their upkeep, custody and accounting.

(9) Provident Fund

The University shall maintain Provident Fund Account of each eligible employee and open a separate bank account for keeping Provident Fund as authorized by the Executive Council in accordance with the regulation 45.

(10) Supplementary demands

The Finance Committee may present not before six months from 1st April and not more than two times in one financial year, to the Executive council, supplementary demands for grant at any time during the course of a financial year.

(11) Maintenance of Registers and Accounts

The University shall maintain the following accounts books in English.

- (a) Cash book/Bill Register
- (b) Ledger
- (c) Register of Investments
- (d) Stock Register
- (e) Property Register

- (f) Register of Books and periodicals
 - (g) Provident Fund Register
 - (h) Salary Register
 - (i) Attendance Register
 - (j) Receipt of Mail Register
 - (k) Dispatch Register
 - (l) Such other books as may be prescribed from time to time.
- (12)** The Books of accounts and Registers shall be strongly bound and paged on the first and title page and the number of pages of the book or register shall be noted and signed by the Registrar. Corrections in the entries shall be made in red ink and attested. Erasing, over writing shall be avoided under all circumstances.
- (13)** Receipt forms shall be numbered consecutively and bound into books of 100 forms each. On the front page of each book shall be entered the first and the last number of the receipts in that book. Receipts shall be in duplicate. The first part shall remain in the book and the carbon copy can be given to the payer. Receipt shall be signed by the Accounts Officer or such other person duly authorized by the Director.
- (14)** Property Register should be completed by incorporating details regarding additions, sales and depreciation. Similarly the Accession Register in respect of books be kept and necessary entries made in respect of loss/damage etc at periodic intervals. Identification marks be provided on the books purchased and other fixed assets of the University.
- (15)** Bills presented for payment shall be examined by the Accounts Officer and upon his being satisfied that the claim is admissible, he shall make the payment after the payment is approved by the Director. The entry in the Cash Book shall show whether the payment is made in cash or by cheque. The bills and the relevant papers shall be tagged together and shall be numbered consecutively for the year as payment vouchers.
- (16)** All money received and spent shall be immediately brought into account in the cash book and the ledger.

Chapter VI
Disciplinary measures for Students

Regulations 72
Code of conduct for the students at Hostel & Academic Block

General Conduct in the University and Hostel Premises

- (1) No student shall argue, shout or have conversations in such a manner as to insult others.
- (2) No student shall loiter during the class hours.
- (3) No student shall smoke, eat or chew tobacco, consume liquor; sedatives/drugs etc, in the University/hostel premises or behave in these premises in an indecent or offensive manner.
- (4) Students should maintain self discipline and self restraint in their conduct while in the University. All complaints and grievances, if any, must be resolved in a peaceful, proper and timely manner through the redressal mechanism available in the University.
- (5) Students should strictly follow the timings both of the University and Halls of Residence.
- (6) Students shall not stay away from any class and shall be asked for written explanation for the same following disciplinary action in case the students are found to be deliberately absenting from the classes without valid reasons. No student shall be found in the hostel premises during the class hours without valid permission.
- (7) Students shall use the furniture and other assets of the University with due care and diligence and cause no damage to them. In the event of any damage found to be caused by the student, appropriate compensation shall be recovered along with appropriate penalty as may be levied by the Director.
- (8) No student shall associate himself with any illegal or immoral activity whether inside or outside the University/hostel premises.
- (9) Eatables and their containers shall not be taken to the class rooms or left behind in the premises of the hostel rooms/classes/conference halls or the library.
- (10) Use of unauthorized electric gadgets or devices in the hostel rooms is prohibited. Music systems etc shall not be used in a manner so as to disturb the neighboring students. However, students may use small electric kettle provided the electric kettle must not exceed 5 Amperes and 240 volts. In the event of any breach, the Hostel authorities may confiscate the unauthorized electric gadgets, music system, etc
- (11) No unauthorized alterations to the fittings, walls or flooring shall be permitted in the hostel rooms.
- (12) Students shall keep the mobile phones switched off within the premises of the academic blocks and are required to follow administrative advisories.
- (13) Students shall not be allowed to use their personal motor vehicles for commuting between the hostel premises and academic blocks. Parking of private motor vehicles inside or within the vicinity of the Halls of Residence or the Academic Block is also strictly prohibited.
- (14) Photography and use of cameras, mobiles or other electronic devices for photography by the students for any reason and in any form is prohibited within the University/hostel premises unless specifically permitted by the Hostel authorities or by the student/s to be photographed, as the case may be.
- (15) Students shall not be allowed to leave the hostel premises after 21:30 hours without the prior permission of the hostel authority and they shall manage their affairs in such a way that they return back to the hostel premises before 21:30 hours.
- (16) Ragging or teasing or creating a noisy disorderly scene within or outside the University or hostel premises is strictly prohibited. Any activity amounting to ragging shall be dealt firmly in accordance with the UGC regulations and guidelines.

Regulations 73

Dress Code for students

- (1) A dress code shall not be viewed as infringement of one's liberty but it is aimed at serving a guideline to one's social behavior. Students should realize that they are prospective lawyers, judges and legal advisors and they should dress themselves in the most decent manner and should maintain their self respect and dignity.
- (2) No student shall dress himself in such a way that the person facing him feels embarrassed or ashamed to converse with him.
- (3) All students shall ensure that their dress does not carry any improper/obscene captions/pictures/messages. No tights or shorts shall be permitted for boys and girls in the University or the hostel premises.
- (4) The decision of the University authorities shall be final in this regard.

Regulations 74

Conduct with faculty, staff and others

- (1) All students shall comply with the official instructions given by the faculty and staff while in University/hostel premises.
- (2) All students shall ensure that they, their parents/guardians do not resort to unlawful practices or unauthorized ways to influence the faculty/employees of the University.
- (3) Indiscipline and misconduct in classes or impolite behaviour with faculty or others is strictly prohibited. Students are expected to behave with one another and with faculty and staff in a decent and respectful manner. Disrupting the classes by any means may lead to disciplinary action.
- (4) All the matters, issues and difficulties pertaining to their academics or stay at hostels shall be sorted out in the office hours at the University itself and no student is permitted to visit the residences/other places to meet the faculty members or staff for any reason whatsoever except with prior permission and before the end of the reasonable hours of the day.
- (5) Students shall not involve themselves in regional parochialism, gangsterism, ragging or bullying others.
- (6) Students shall treat every one with human dignity and tolerance.
- (7) Students should use civilized language.
- (8) Resort to unfair means of any kind shall not be tolerated and shall meet with severe punishment.

Regulations 75

In addition to above, it shall be open to the Director to issue such general or special instructions he may deem necessary touching the conduct of the students or to evolve redressal of grievance mechanisms.

Regulation 76

Hostel Regulations

- (1) The University hostel is primarily meant for the accommodation of its students. It shall be compulsory for all the students to avail the mess facilities.
- (2) Students for LLM Programme shall be allowed to retain hostel accommodation up to three days beyond the date of Convocation function. Thereafter they may be allowed to stay in the hostel on payment of Rs. 300 per day, if expressly permitted by the authority in writing.
- (3) The students shall not lock up their luggage in their rooms in the vacations. Storage facilities, if required, may be provided by the University authorities on request. Students for LLB Programme shall be allowed to retain Hostel accommodation up to one week beyond the last date of the End-Semester examination of Semester-Xth. Thereafter, they may be allowed to stay in the Hostel on payment of Rs 300.00 per day, if expressly permitted by the authority in writing.

- (4) For effective utilization of the hostel facilities, the students may be required to change their rooms at any time during the academic year, as per the decision of the University authorities.
- (5) Every student is responsible for taking care of the hostel property. Students shall be charged individually or collectively for damages to the hostel properties including assets provided in the room.
- (6) Students shall allow the Estate Department's staff/workers of the University and authorized contractors to access their room at all reasonable hours to inspect the building, water supply, sanitation or electrical installations, fixtures and furniture and to carry out repairs.
- (7) Complaints relating to repairs may be made by the students by filling up the complaint register kept at the hostel premises.
- (8) Students shall not write or paste any material on the walls or doors etc. and cleanliness should be maintained at all times.
- (9) Students shall switch off lights, fans etc while leaving their rooms and they should also lock their rooms for the safety of their belongings. The responsibility of the personal belongings of the students shall be their sole responsibility.
- (10) Students may offer their suggestions for improving the hostel services to the hostel authorities.
- (11) Students shall produce a medical certificate at the time of admission from a doctor (not less than a Civil Surgeon's rank) and a TABC Vaccination certificate. Students who fail to bring these certificates shall be required to obtain the certificate as required from the Civil Hospital, Gandhinagar.
- (12) If a student is sick continuously for three days, he should keep the hostel authority informed of his condition.
- (13) Sick diet may be provided on a request by the hostel authority. If the sick diet is to be continued, the advice of the Doctor and permission of the hostel authority shall be obtained. Sick diet shall be served in the room only if the student is unable to move to the mess.
- (14) An advance notice of minimum three hours before the meal time commences shall be necessary to enable the mess to cater to the need of sick diet.
- (15) In the event of any student contracting any communicable disease, it shall be the duty of his parents/local guardian to take him immediately out of the Halls of Residence until he recovers.
- (16) Every student has to provide at least one telephone number of either his local guardian or parent/s at which University authorities may contact any of them at any time concerning the student's behaviour/conduct/report, etc

Regulation 77

Penalties

In the event of any breach of the Code of conduct prescribed above, or on receipt of a report regarding the misconduct of the student at the University examination or intimidation of any student or employee of the University the Executive Council on the recommendation of the Director shall have power to punish the student for such misconduct in any one or more of the following ways;

- (a) Debarring such student from the University examination either permanently or for a specified period;
- (b) Restraining him from taking admission in any University Department;
- (c) Restraining him from taking admission to the convocation for the purpose of conferring degree;
- (d) Cancelling the result of such student, if he is a candidate at any examination conducted by the University;
- (e) Cancelling or withdrawing University Scholarship, if any, held by him;
- (f) Cancelling award prize and/or medal, if any, awarded to him;

(g) Rusticating him from the University.

(h) Not allowing him to stay in the hostel permanently or for a specified period.

The decision of the Director as to the gravity of misconduct for inflicting the punishment under the provisions of the regulations shall be final.

Regulation 78

Withholding or withdrawing of degree and removal from the University

The Executive Council may, on the recommendation of the Director remove the name of any student from the register of the University or withdraw/withhold any degree of such student if he has been convicted by a court of law of any offence which, in the opinion of the Executive Council is a serious offence involving moral turpitude or if he has been guilty of any scandalous conduct, provided that no disciplinary action against the student shall be recommended by the Director without affording the delinquent student an opportunity of hearing.

Chapter VII
Purchase Policy and Procedure

Regulation 79

Constitution of University Purchase Committee

The University Purchase Committee shall consist of the following members:

- (a) Director,
- (b) Registrar,
- (c) Accounts Officer.

Regulation 80

Powers of the University Purchase Committee

The University Purchase Committee, after considering the indents for the purchase of stationery, stores, materials, dead stock, expenditure of works and expenditure other than work pertaining to construction of building or construction of road/street inside the University/hostel premises, shall have power –

- (a) To sanction expenditure which is less than Rs. 500/-.
- (b) To sanction expenditure which is more than Rs. 500/- but less than Rs. 5,000/- and the purchase is to be made from the Government Agencies or Institutions without inviting quotations;
- (c) To sanction expenditure which is more than Rs. 5,000/- but less than Rs. 10,000/-, after considering not less than three quotations;
- (d) To sanction expenditure which is more than Rs. 10,000/-, after inviting tenders from the bidders.

Provided that in case of purchase of stationery, stores, materials, dead stock, expenditure of works other than work pertaining to construction of building or construction of road/street inside the University/hostel premises, the total value of which exceeds Rs. 1,00,000/- shall not be sanctioned by the University Purchase Committee without obtaining prior approval of the Executive Council.

Regulation 81

General guidelines of Purchase Policy

- (1) Every officer sending indent of stores required by his department to the Accounts Officer is expected to be acquainted with the purchase policy and procedure.
- (2) The indents should contain detailed specification of stores required and Indian Standards, if available with the indenting officer.
- (3) All normal indents for stores shall be placed by the Accounts Officer before the University Purchase Committee before 30th July of the year.
- (4) Indents for specialized type of stores in respect of which considerable time is required for preparation of details and specification etc should be placed in any case before the 31st December of the year.
- (5) In case of emergent requirements, special case shall have to be made out and such indent can be sent at any time along with the certificate of the Department Head indicating the emergent nature of the requirement and the existing stock held by him. The Department Head should ensure that while sending the indents as specified in clauses (2) and (3), the requirements of the stores for the Department are carefully worked out.
- (6) Check points to be followed by the University Purchase Committee–
 - (a) Indent planning –
 - (i) See that the instructions for consignee and inspection are clear;
 - (ii) Verify the technical particulars and ensure that the required specifications are made available;
 - (iii) Check whether the store indented is of a particular make only so that the direct purchases can be made;

- (iv) Check whether the delivery period is realistic and if not, the indenter be informed, for giving probable time required for obtaining delivery;
 - (v) See that the stores are not covered under the requirement of quotation or tender, as the case may be, before making purchase on receiving approval of the University Purchase Committee;
 - (vi) Check whether the stores can be purchased by placing a repeat order;
 - (vii) See that all like indents are bulked together to avoid any splitting of the order for purchase or placing multiple orders.
- (b) Preparation of Tender Enquiry –
- (i) Ensure that standard forms duly prescribed are used for issue of tender inquiry;
 - (ii) Ensure that time and date for receipt of tenders has been indicated;
 - (iii) Ensure that the time and date for opening of tenders have been indicated;
 - (iv) Ensure that reasonable time has been allowed to the bidders to submit their quotations;
 - (v) Ensure whether the period for which the tenders are to be kept open for acceptance has been indicated realistically keeping in view the nature of store and the time lag likely to be involved where consultation with the indenter on the suitability of offers received would become necessary;
 - (vi) Ensure that the description of stores including specifications is correctly indicated at relevant place in the tender form;
 - (vii) Ensure that the tender enquiry is signed;
 - (viii) Ensure that when the tender sample is called and is required to be furnished to the authority for testing, a copy of the tender enquiry is furnished to that authority also. It should be verified whether the time within which the tender sample should be submitted is indicated;
 - (ix) Ensure that the conditions of contract applicable have been correctly indicated in the enquiry;
 - (x) Ensure whether the clauses for sales tax, customs duty, excise duty and transit insurance are correctly incorporated in the tender enquiry;
 - (xi) Ensure that the warranty clause in respect of stores requiring warranty is incorporated in the tender enquiry;
 - (xii) Ensure that price variation clause when necessary is incorporated in the tender enquiry.
 - (xiii) Ensure that in case of purchase of imported stores, appropriate shipping clauses and special conditions like payment terms for FOB/FAS contracts are indicated in the tender enquiry;
 - (xiv) Ensure that when necessary, clause for coverage of additional quantity up to 25% is incorporated in the tender enquiry;
 - (xv) Ensure that special conditions, if any, and the pre-estimated liquidated damages including risk purchase in respect of critical items and important stores are incorporated in the tender enquiry.

Regulation 82

Receipt, safe custody and distribution of tenders

- (1) The Registrar shall receive all the duly filled in tender forms and it shall be his duty to keep them in safe custody.
- (2) Tenders delivered by hand shall be deposited in the locked tender box. The tender box shall be closed at 2.00 p.m. on the day of the opening of tender.
- (3) In case of Tender Enquiry made by e-tendering, the tenders submitted by the bidders shall be downloaded on the same day and entered in the Inward Register and the Tender Register and such tenders shall be kept in a cover duly sealed and signed by the Registrar.

- (4) All tenders received by post earlier than the closing date shall be accepted and duly entered into the Inward Register. Such tenders shall be sorted out immediately on the receipt of the same and handed over to the Registrar or the Officer empowered by the Registrar to open the tenders. The Registrar or the officer empowered by him shall enter them in the Tender Register and keep them in safe custody.
- (5) On the day of closing of tender, all the tenders entered in the Inward Register along with the tenders deposited in the tender box shall be sealed in such a manner that no tender can be dropped in a tender box till opening time of the tenders.
- (6) Tenders received by post which do not bear any tender number and/or other marking to show that a tender is enclosed therein shall be opened by the Registrar and after making due entries in the Tender Register, shall be kept again in a new cover super-scribed to show the tender number and signed by the Registrar. Unmarked tenders from the tender box shall also be dealt with in the same manner as shown in this clause. In case where the bidders have submitted multiple tenders for the same work, all such tenders shall be separated and kept in separate covers duly marked and signed by the Registrar.

Regulation 83
Opening of tenders

- (1) All the tenders shall be opened at the scheduled time in the presence of one representative of each bidder, if present. At the first instance, the Registrar or the Officer empowered by the Registrar to open the tenders shall open and scrutinize the tenders. The tender shall be liable to be rejected in the event of non-furnishing of Earnest Money Deposit, if required to be paid, or non-payment of Earnest Money Deposit in the manner prescribed in the Tender Enquiry or non-enclosure of documents for claiming exemptions. The Registrar or the Officer empowered by the Registrar shall inform the concerned bidder or his representative about the rejection of the tender forthwith.
- (2) The tenders found valid shall then be separated for the price comparison and the tender found the lowest shall be selected and recommended for work order. It shall however, be subject to the price negotiation after the opening of tenders and the Registrar or the Officer empowered to open tenders shall have right to reject the lowest tender after recording reasons for the same.
- (3) The Earnest Money Deposit shall be refunded within 15 days in the following circumstances—when the tender is rejected;
 - (i) The firm/Agency on whom the work order is placed is exempted from furnishing Security Deposit by the University Purchase Committee;
 - (ii) The firm/Agency on whom the order has been placed, has paid the Security Deposit;
 - (iii) When the tender is re-invited or closed.

Regulation 84
Delivery and Payment

- (1) The date of delivery shall be the essence of the contract and the Registrar shall ensure that the bidder who has been allotted the work order delivers the stores on or before the stipulated date of delivery. In case the bidder fails to deliver the stores on or before the stipulated date, the Registrar shall at once resort to the invocation of the liquidated damages or the penalty clause, if any, in the work order and recover the same from the bidder.
- (2) The stores delivered by the bidder shall be inspected by the indenter and a certificate as to the satisfactory delivery shall be furnished by him to the Registrar.
- (3) On receipt of the certificate from the indenter, the payment of the contract price shall be made in terms of the contract and within the period prescribed therein. This shall apply to the full delivery as well partial delivery also.

Regulation 85

In case of any difficulty in the interpretation of any of these regulations, the decision of the Executive Council shall be final.