



Gujarat National Law University

Gujarat National Law University
Administrative Directives
GNLU/AD/02/10

Subject: External Engagement Directive

Purpose

With a view to encourage active participation in academic, research, training and extension activities and to contribute to professional development of individual staff members, within the broad aims and objectives of the GNLU, this directive seeks to provide guidelines which shall be adhered to by all staff members. An External Engagement Committee shall ensure the implementation and compliance of this directive.

Policy

Staff members shall always seek prior approval of the Director or other officer duly authorised by him, for performing any of the following activities.

- a) to accept an academic engagement, such as lecture, paper presentation;
- b) to accept a research, consultancy, advisory assignment, etc.
- c) to participate in an event such as a seminar, symposium, conference, etc.;
- d) to submit an article, book or other form of written material for publication;
- e) to issue a statement to the press, radio, or other public information agency;
- f) to participate in a film, photo, theatre, radio or television production;
- g) to become a member of an editorial board, etc.

Any staff member who receives a request for performing any of the above activities shall first obtain clearance before undertaking the assignment. The staff member shall provide full and complete information to the External Engagement Committee which shall place its recommendation to the Dean of Academic Affairs and Registrar, as appropriate, for approval. The Planning and Coordination Officer after verifying all relevant details, shall place the request to the Director for his final approval and authorisation. The staff member shall also provide full information regarding any remuneration or financial assistance provided by the inviting agency in the form.

In processing the requests, the External Engagement Committee and the approving authorities shall ensure that GNLU image and activities are not adversely affected.

Leaves can be granted for attending the above activities, including orientation or refresher courses, during the academic vacation period only. Staff members shall ensure that they have fully and duly complied with all pending assignments prior to undertaking the external assignment.

A duty leave of maximum of four calendar working days can be granted to a staff member who is invited to present a paper in seminar/conference or participate in a workshop or a financial assistance of maximum of 2,500 rupees per academic year. In case, if a staff member is called upon to prepare study material/design and development course material or similar types of activities, he/she can accept only one such assignment per semester.

In case of delivering lectures at other academic institutions, a staff member can deliver such lecture(s) only on Saturday wherein a half day duty leave may be granted.

If a staff member receives an honorarium or any other financial assistance from the external institution, he/she should pay 30% of the said amount to the University. In case, when a staff member is assigned by the GNLU to perform external assignment and receives any financial remuneration, he/she shall deposit 70% of the said amount to the University.

This directive shall come into force with immediate effect and is subject to change as and when required to ensure and promote the overall interests of the GNLU.

Bimal N. Patel
Director

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