



Gujarat National Law University

GUJARAT NATIONAL LAW UNIVERSITY

**ACADEMIC, ADMINISTRATIVE AND
FINANCIAL MANUAL**

Gujarat National Law University

Disclaimer: For clarification, validity, effective force and the latest updates on rules and regulations, resolutions of the statutory bodies pertaining to academic regulations, academic directives, please write to Registrar (registrar@gnlu.ac.in / helpdesk@gnlu.ac.in).

NOTE FROM THE DIRECTOR

GNLU Academic, Administrative and Financial Manual (hereinafter referred as “GNLU Manual”) is a compilation of Academic, Examination, Moots, Internship, Hostel and Related Matters Regulations; Administrative and Staff Regulations and Financial Regulations and Rules, as adopted and approved by the respective statutory bodies of the University. The effective date of entry into force of these Regulations and Rules are mentioned in the respective sections. The Current Revision, i.e. Revision 1, incorporates repeals and amendments made to regulations by the respective statutory bodies till March 2017.

In addition to these Regulations and Rules, the Director or Registrar promulgates Bulletin, Administrative, Academic Directives and Information Circulars that aim to provide detailed process, guidelines as well as administrative information to give effect to these Regulations and Rules. These are made available to concerned persons through email or print copy, as appropriate. In case, if there is any doubt or ambiguity, the Registrar, GNLU may be contacted for clarification (email: registrar@gnlu.ac.in). The Office of the Registrar maintains a full and complete set of all these documents. GNLU statutory bodies amend or approve changes in these Regulations and Rules from time to time, through resolutions. Therefore, an evolution of a particular existing regulation or rule shall be ascertained to determine the validity or legal force for a particular case concerned. For example, as the University implemented five-year contracts policy between 2004 and 27 February 2016, the 2009 Regulations and corresponding Director’s Bulletins, Information Circulars, notices, etc., stand modified to the extent by the 2016 Policy and Regulations adopted by the General Council.

In view of this, it is essential that the user of this Manual consults the Office of the Registrar to verify the content and actual implementation of any or all regulations, rules, internal directives, etc. for their accuracy and validity before making use of the same. The Registrar or his/her nominee shall initial each of the pages before issuing these documents to any user.

Professor (Dr.) Bimal N. Patel
Director, GNLU

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SECTION-I

GNLU Act No. 9 of 2003

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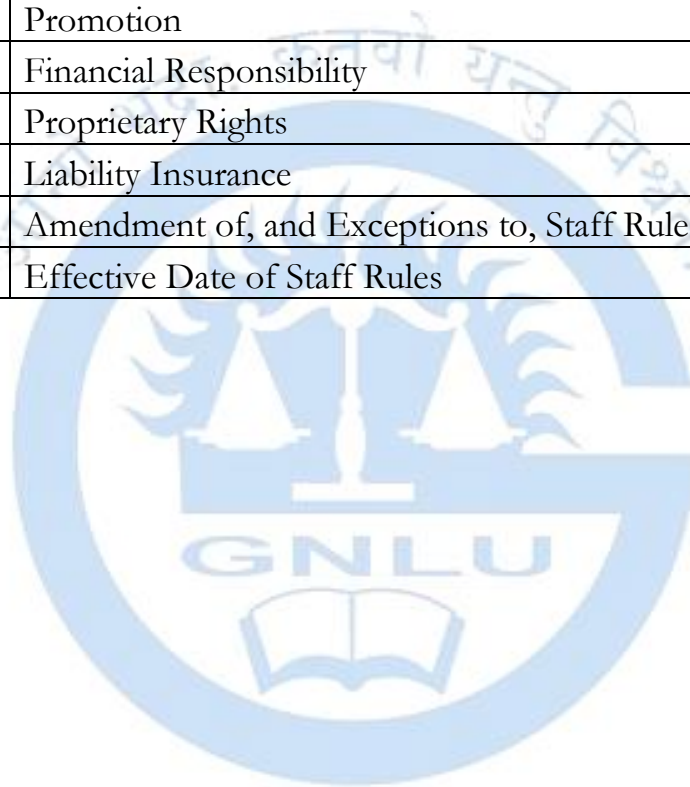
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SECTION – I
GNLU ACT NO. 9 OF 2003

Gujarat National Law University

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REGISTERED No. G/GNR/2



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PART -IV

Acts of the Gujarat Legislature and Ordinances promulgated and Regulations made by the Governor.

The following Act of the Gujarat Legislature, having been assented to by the Governor on the 11th March, 2003 is hereby published for general information.

V. M. KOTHARE,

Secretary to the Government of Gujarat,
Legislative and Parliamentary Affairs Department.

GUJARAT ACT NO.9 OF 2003.

(First published, after having received the assent of the Governor in the "Gujarat Government Gazette", on the 12th March, 2003).

AN ACT

to establish and incorporate a National Law University in the
State of Gujarat.

It is hereby enacted in the Fifty-fourth Year of the Republic of India as follows:

CHAPTER I PRELIMINARY

1. Short title and Commencement.

(1) This Act may be called the Gujarat National Law University Act, 2003.

- (2) This section shall come into force at once and the remaining provisions shall come into force on such date as the State Government may, by notification in the *Official Gazette*, appoint, and different dates may be appointed for different provisions of this Act.

Definitions.

2. In this Act, unless the context otherwise requires,
- a) "Academic Council" means the Academic Council of the University ;
 - b) "Chairman" means the Chairman of the General Council of the University;
 - c) "Director" means the Director of the University appointed by General Council under Section 33;
 - d) "Executive Council" means the Executive Council of the University;
 - e) "Finance Committee" means the Finance Committee of the University Constituted under section 28;
 - f) "General Council" means the General Council of the University referred to in section 12;
 - g) "Regulations" means the regulations made under this Act;
 - h) "University" means the Gujarat National Law University established under section 3 of this Act;
 - i) "Visitor" means the Visitor of the University.

CHAPTER II THE UNIVERSITY

Establishment and Incorporation of University.

- 3.
- (1) There shall be established, in the State of Gujarat, a University by the name of the Gujarat National Law University which shall consist of the Visitor, the Chairman, the General Council, the Executive Council, the Academic Council and the Officers of the University;
 - (2) The University shall be a body corporate by the name of "The Gujarat National Law University" having perpetual succession and a common seal, and may sue or be sued by the said name and shall be competent to acquire, hold and dispose of property, both movable and immovable and to contract and to do all things necessary for the purposes of this Act.

Headquarters of University.

4. The headquarters of the University shall be at such place as the State Government may, by notification in the *Official Gazette*, specify.

Objects of University.

5. 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.

University open to all irrespective of religion, class, sex, race, etc.

6. The University shall be open to all persons irrespective of religion, sex, race, caste, creed, class, opinion, place of birth or religious belief or political opinion and it shall not be lawful for the University to impose on any person any test whatsoever relating to sex, race, caste, creed, class, place of birth, opinion, religious belief or profession in order to entitle him to be admitted as a student in the University or to be appointed thereto as a teacher or to hold any office or post in the University or to qualify for any degree, diploma or any academic distinction or to enjoy or exercise any privilege of the University.

Powers and functions of University.

7. The University shall have the following powers and perform the following functions, namely:
 - i. to administer and manage the University and such centers of research, education and instruction as are necessary for the furtherance of the objects of the University.
 - ii. to provide for instruction in such branches of knowledge or learning pertaining to law as the University may think fit and to make provision for research and for advancement and dissemination of knowledge of law.
 - iii. to organize and undertake extra-mural teaching and extension services;
 - iv. to hold examinations and to grant diplomas or certificates, and to confer degrees including joint degrees in law combined with other

- disciplines and other academic distinctions on persons subject to such conditions as the University may determine and to withdraw any such diplomas, certificates, degrees or other academic distinctions for good and sufficient cause;
- v. to confer honorary degrees or other distinctions in such manner as may be laid down by regulations;
 - vi. to fix, demand and receive fees and other charges;
 - vii. to institute and maintain halls and hostels and to recognize places of residence for the students of the University and to withdraw such recognition accorded to any such place of residence;
 - viii. to establish such special centres, specialized study centres or other units for research and instruction as are in the opinion of the University, necessary for the furtherance of its objects;
 - ix. to supervise and control the residence and to regulate the discipline of the students of the University;
 - x. to create academic, technical, administrative, ministerial and other posts and to make appointments thereto;
 - xi. to regulate conduct and enforce discipline among the employees of the University and to take such disciplinary measures as may be deemed necessary;
 - xii. to institute Professorships, Associate Professorships, Assistant Professorships, Readerships, Lecturerships and any other teaching, academic or research posts required by the University;
 - xiii. to appoint persons as Professors, Associate Professors, Assistant Professors, Readers, Lecturers or otherwise as teachers and researchers of the University
 - xiv. to establish and run specialised Schools for studies and research in various disciplines in law and related Law fields;
 - xv. to institute and award fellowships, scholarships, prizes and medals;
 - xvi. to provide for printing, reproduction and publication of research and other works and to organize exhibitions;
 - xvii. to sponsor and undertake research in all aspects of law, jurisprudence, justice, legislation, parliamentary practice and related fields;
 - xviii. to co-operate with any other organization in the matter of education, training and research in law, Jurisprudence, justice, legislation, parliamentary practice and allied subjects for such purpose as may be agreed upon on such terms and conditions as the University may from time to time determine;

- xix. to co-operate with institutions of higher learning in any part of the world having objects wholly or partially similar to those of the University, by exchange of teachers and scholars and generally in such manner as may be conducive to the common objects;
- xx. to regulate the expenditure and to maintain the accounts of the University;
- xxi. to establish and maintain, within the premises of the University or elsewhere, such class rooms and study halls as the University may consider adequate and necessary and to establish and maintain such libraries and reading rooms as may appear convenient or necessary for the University;
- xxii. to receive grants, subventions, subscriptions, donations and gifts for the purpose of the University and consistent with the objects for which the University is established;
- xxiii. to purchase, take on lease or accept as gifts or otherwise, any land or building or works, which may be necessary or convenient for the purpose of the University, on such terms and conditions as it may think fit and proper, and to construct, alter and maintain any such buildings or works;
- xxiv. to sell, exchange, lease or otherwise dispose of movable or immovable property of the University, on such terms as it may think fit and proper without prejudice to the interest and activities of the University;
Provided that the University shall not sell, exchange, lease or otherwise dispose of movable or immovable property granted by the State Government without prior approval of the State Government or without compliance of the terms and conditions on which the State Government has given approval;
- xxv. to draw and accept, to make and endorse, to discount and negotiate promissory notes, bills of exchange, cheques or other negotiable instruments;
- xxvi. to execute conveyance, transfer, re-conveyance, mortgage, lease, licence and agreement in respect of property, movable or immovable, including Government securities belonging to the University or to be acquired for the purpose of the University;
- xxvii. to appoint any person for execution of an instrument or transaction of any business of the University.

- xxviii. to enter into any agreement with the Central Government or the State Government or the Government of any other State or the University Grants Commission or any other authority for receiving grants :
- xxix. to accept grants of money, securities or property of any kind on such terms as it may deem expedient;
- xxx. to raise and borrow money on bonds, mortgages, promissory notes or other obligations or securities founded or based on all or any of the properties and assets of the University or without any securities and on such terms and conditions as it may think fit and to pay out of the funds of the University, all expenses incidental to the raising of money and to repay and redeem any money borrowed;
- xxxi. to invest the funds of the University or the money entrusted to the University in or on such securities and in such manner as it may deem fit and from time to time transpose any investment;
- xxxii. to make regulations for regulating the affairs and the management of the University;
- xxxiii. to constitute fund for pensions, gratuity, insurance, provident fund which shall be governed by the provisions of the Provident Funds Act, 1925 as if such fund were a Government Provident prescribed by regulations, and to make such grants as it may think fit for the benefit of any employee of the University and to aid in support of the establishment of associations, institutions, funds and trusts calculated to benefit the employees, and the students of the University.
- xxxiv. to delegate all or any of its powers to the Director or any committee or sub-committee constituted by any authority of the University or to any one or more members of the General Council of the University or to any officer of the University;
- xxxv. to do all such other acts and things as the University may consider necessary conducive or incidental to all attainment or promotion of the objects of the University.

Teaching in University

8

- (1) All recognised teachings in connection with the degrees, diplomas and certificates of the University shall be conducted, under the control of the Academic Council, by the teachers of the University in accordance with the syllabus prescribed by the regulations.

- (2) The courses and curricula of teaching, and the authorities responsible for organising such teaching shall be such as may be prescribed by the regulations.

Visitor

9.

- (1) The Chief Justice of India shall be the Visitor of the University.
- (2) The Visitor shall have the right to cause an inspection, to be made by such person or persons as he may direct, of the University, its buildings, libraries and equipments, and of any institution maintained by the University, and also of the examinations, teaching and other work conducted or done by the University, and to cause an inquiry to be made in like manner in respect of any matter connected with the administration and finance of the University.
- (3) The Visitor shall give notice to the University of his intention to cause an inspection or inquiry to be made and the University shall be entitled to appoint a representative who shall have the right to be present and be heard at such inspection or inquiry.
- (4) The Visitor may address the Chairman and the Director with reference the result of such inspection or inquiry, and the Director shall communicate to the General Council the results. The views of the Visitor and the advice that may be tendered by the Visitor with regard to the action to be taken thereon.
- (5) The General Council shall communicate through the Director to the Visitor of such action, if any, as it proposes to take, or as has been taken, on the result of such inspection or inquiry.
- (6) Where the General Council does not take action to the satisfaction of the Visitor within the time limit fixed by the Visitor, the Visitor may after considering any explanation furnished or representation made by the General Council, issue such direction as he may think fit and the General Council shall comply with such direction.

Chairman

10.

- (1) The Chairman of the General Council shall be an eminent person in the field of law, academic, industry, trade or commerce or public life. He shall be appointed by the State Government in consultation with the Visitor;

Provided that until the first Chairman is appointed by the State Government, the person functioning as the Chairman of the Indian Institute of Legal Studies Society registered under the Societies Registration Act, 1860 shall be the Chairman of the General Council.

21 of 1860.

- (2) The Chairman shall hold office for a term of five years and he shall be eligible for reappointment to that office only for a further term of five years.

CHAPTER III AUTHORITIES OF UNIVERSITY

Authorities of University.

11. The following shall be the authorities of the University:
- (a) the General Council;
 - (b) the Executive Council
 - (c) the Academic Council;
 - (d) the Finance Committee, and
 - (e) such other authorities as may be declared by the University by regulation to be the authorities of the University.

General Council.

12. The General Council shall be the apex authority of the University.

Constitution of General Council.

13. The General Council of the University shall consist of the following members, namely:-
- (a) the Visitor,
 - (b) the Chairman,
 - (c) the Director,
 - (d) the Attorney General of India.
 - (e) one Judge of the Supreme Court of India nominated by the Visitor,
 - (f) the Minister for Finance, State of Gujarat.
 - (g) the Minister for Higher Education, State of Gujarat.
 - (h) the Minister for Law, State of Gujarat,
 - (i) the Chief Justice, High Court of Gujarat,
 - (j) two Judges of the High Court of Gujarat to be nominated by the

Visitor.

- (k) the Solicitor General of India,
- (l) any Additional Solicitor General of India to be nominated by the Attorney General of India,
- (m) the Advocate General, State of Gujarat,
- (n) the Chairperson of the University Grants Commission or his nominee from among the members of the University Grants Commission,
- (o) the Chairman, Bar Council of India,
- (p) the Chairman, Bar Council of Gujarat,
- (q) the Chairman, Gujarat State Law Commission,
- (r) the Director of Indian Institute of Management, Ahmedabad,
- (s) two members of the Executive Council as are not otherwise members of the General Council,
- (t) an eminent scholar to be nominated by the State Government,
- (u) two distinguished persons to be nominated by the State Government,
- (v) (i) the Chairman, Indian Institute of Legal Studies Society, and
(ii) one member to be nominated by the Indian Institute of Legal Studies Society nominated by it from amongst its members.
- (w) two Vice-Chancellors of other Universities established by law in the State of Gujarat, by rotation to be nominated by the State Government,
- (x) two distinguished lawyers to be nominated by the Visitor,
- (y) two distinguished lawyers to be nominated by the Chief Justice of the High Court of Gujarat,
- (z) two distinguished educationalists to be nominated by the Director in consultation with the Visitor:

Provided that an employee of the University shall not be eligible for nomination under sub-clauses (x) and (z)

Term of office of members of General Council.

14.

- (1) The term of office of the members of the General Council Shall be five years.
- (2) When a person becomes a member of General Council by virtue of his office, he shall cease to be such member if he ceases to hold that office.
- (3) When a person is nominated as a member of the General Council, he shall cease to be such member if his nomination as such is withdrawn by the nominating body or person, as the case may be.
- (4) A member of the General Council shall cease to be a member if he -

- (a) tenders his resignation and such resignation is accepted; or
 - (b) becomes of unsound mind and stands so declared by a competent court; or
 - (c) becomes un-discharged insolvent; or
 - (d) has been convicted of an offence involving moral turpitude; or
 - (e) has accepted a full time appointment to post other than the post of Director in the University.
- (5) A member of the General Council may, by writing addressed to the Chairman resign his office and such resignation shall take effect on the date it is accepted by the Chairman.
- (6) Any vacancy in the General Council shall be filled in by nomination of a person by the relevant authority and the person so nominated shall hold office for so long as the member in whose place he is nominated would have held office had the vacancy not occurred,.

Powers of General Council.

15. The General Council shall have the following powers, namely:-

- (a) to formulate and review the broad policies and programmes of the University and suggest measures for the development of the University;
- (b) to direct the Executive Council to take such steps as are necessary for achieving the objects of the University;
- (c) to consider and pass resolution on the annual report, financial estimates and audit reports on the account of the University;
- (d) to appoint the Director;
- (e) to exercise such other powers as it may deem necessary for the performance of functions and the administration of the University.

Meetings of General Council,

16.

- (1) The General Council shall meet at least once in a year. The meetings of the General Council shall be convened by the Director in consultation with the Chairman and the Visitor.
- (2) The Visitor shall preside over the meeting of the General Council. In absence of the Visitor, the Chairman shall preside over the meeting, and in absence of the Chairman, a member of the General Council nominated by him shall preside.
- (3) The Director shall cause to be laid before the meeting of the General

Council, a report of the working of the previous year of the University, the annual statement of accounts together with the report of auditors thereon and the budget estimates and the income and expenditure for the next financial year.

- (4) The meeting of the General Council may be called by the Visitor or by the Chairman, either of his own or at the request of not less than ten members of the General Council.
- (5) The General Council shall meet at such time and place and with such period of notice and shall observe such rules of procedure in regard to transaction of business at its meeting (including the quorum at such meeting) as may be provided by the regulations.
- (6) If any urgent action is required, the Chairman may, with the approval of the majority of the members of the General Council, permit the business to be transacted by circulation among the members of the General Council. The report of the action so taken shall be placed before the next meeting of the General Council.

Executive Council.

17.

- (1) The Executive Council shall be the chief executive body of the University.
- (2) The Powers of administration and management of the fund and property of the University shall vest in the Executive Council.

Constitution of Executive Council.

18. The Executive Council shall consist of the following members, namely:-

- a) the Director;
- b) a member of the General Council, who is a Judge to be nominated by the Visitor;
- c) the Chief Secretary to the Government of Gujarat or an officer not below the rank of the Secretary to Government of Gujarat to be nominated by him;
- d) the Secretary to the Government of Gujarat, Finance Department;
- e) the Secretary to the Government of Gujarat, (Higher Education) Education Department;
- f) the Secretary to the Government of Gujarat, Legal Department;
- g) a member of the General Council to be nominated by the State Government;

- h) a member of the General Council, who is a lawyer to be nominated by the Visitor;
- i) a member of the General Council, who is an educationist to be nominated by the Visitor;
- j) five Professors or Associate Professors of the University to be nominated by the Director, by rotation.

Term of office of members of Executive Council.

19.

- (1) The term of office of members of the Executive Council shall be three years.
- (2)
 - (a) When a person becomes a member of the Executive Council by virtue of his office, he shall cease to be such member if he ceases to hold his office.
 - (b) When a person is nominated as a member of Executive Council, he shall cease to be such member if his nomination of such membership is withdrawn by the nominating body or person, as the case may be.
 - (c) A member of the Executive Council shall cease to be a member if he, -
 - (i) tenders his resignation and such resignation is accepted;
 - (ii) becomes of unsound mind and stands so declared by a competent court; or
 - (iii) becomes un-discharged insolvent; or
 - (iv) has been convicted of an offence involving moral turpitude; or (other than the Director or member of the Faculty) has accepted a full time appointment in the University.
- (3) A member of the Executive Council may, by writing addressed to the Chairman resign his office, and such resignation shall take effect on the date it is accepted by the Chairman.
- (4) Any vacancy in the Executive Council shall be filled in by nomination of a person by the relevant authority entitled to make the same and the person so nominated shall hold office so long as the member in whose place he is nominated would have held office had the vacancy not occurred.

Powers and functions of Executive Council,

20. The Executive Council shall have the following powers and perform the following functions, namely :-

- (1) to submit to the General Council, with its recommendations, of persons for appointment as Director suggested by the Search Committee constituted in accordance with regulations made in this behalf,
- (2) to appoint Registrar, Librarian, Professors, Associate Professors, Assistant Professors and other members of the teaching staff, as may be necessary, on the recommendations of the Selection Committee:
Provided that the Executive Council shall not appoint teachers without considering the recommendation of the Academic Council with regard to numbers, qualifications and emoluments:
Provided further that it shall not be necessary for the Executive Council to obtain the recommendation of the Academic Council to appoint a person on the following posts, namely:
 - (a) any supernumerary post, or
 - (b) Professor of eminence;
- (3) to create administrative and ministerial posts, to determine the number and emoluments of such posts, to specify qualifications for such posts, and to appoint persons to such posts on terms and conditions of service as may be prescribed by regulations in this behalf, or to delegate the powers of appointment to such authority or officer as the Executive Council may, by resolution, specify either generally or specifically:
- (4) to grant, in accordance with the regulations, leave other than casual leave to any officer of the University and to make necessary arrangement for the discharge of the functions of such officer during his period of leave;
- (5) to manage and regulate the finance, accounts, investments, property, business and all other administrative affairs of the University and, for that purpose, to appoint such person or agency as it may think fit;
- (6) to invest any money belonging to the University, including any unpaid income, in such stock, funds, shares or securities, as it may think fit, or to invest in the purchase of immovable property;
- (7) to transfer or acquire any movable or immovable property on behalf of the University;
- (8) to enter into vary, carry out or cancel contracts on behalf of the

University and to appoint such officers as it may think fit for that purpose,

- (9) to provide buildings, premises, furniture, apparatus and other means required for carrying out the functions of the University;
- (10) to appoint examiners and moderators, to fix their fees, emoluments and allowances, in consultation with the Academic Council;
- (11) to select a common seal for the University and to provide for the custody of the seal; and
- (12) to exercise such other powers and to perform such other duties as may be conferred or imposed on it by or under this Act.

Meetings of Executive Council.

21.

- (1) The Executive Council shall meet at least once in four months.
- (2) The Director or in his absence, any member of the Executive Council nominated by him shall preside over the meeting of the Executive Council.
- (3) The Executive Council shall meet on notice, at such time and place and with such period of notice and shall observe such rules of procedure in regard to transaction of business at its meeting (including the quorum at such meeting) as may be provided by the regulations.
- (4) If any urgent action is required, the Director may, with approval of the majority of the members of the Executive Council, permit the business to be transacted by circulation among the members of the Executive Council. The action so taken as approved by circulation shall be placed before the next meeting of the Executive Council.

Delegation of power by Executive Council.

22. The Executive Council may, by resolution, delegate to the Director or to a committee, such of its powers as it may deem fit, subject to the condition that the action so taken by the Director or such committee shall be placed at the next meeting of the Executive Council.

Academic Council.

23. The Academic Council shall be the academic body of the University. It shall have powers, subject to the provisions of this Act and the regulations, to control, regulate and maintain the standards of instruction, education and examination of the University and advice the Executive Council on academic

matters. It shall exercise such other powers, and shall perform such other duties, as may be conferred or imposed upon it by this Act or the regulations.

Constitution of Academic Council.

24. (1) The Academic Council shall consist of the following members, namely :
- (a) the Director;
 - (b) a member of the Bar Council of India to be nominated by the Chairman of the Bar Council of India;
 - (c) a member of the Bar Council of Gujarat to be nominated by the Chairman of the Bar Council of Gujarat;
 - (d) a member of the law panel of the University Grants Commission to be nominated by the Chairman of the Commission;
 - (e) one Dean of law faculty of any other University established by Law in the State of Gujarat, by rotation to be nominated by the State Government;
 - (f) two distinguished persons (other than employees of the University) teaching law to be nominated by the Director;
 - (g) an eminent jurist to be nominated by the State Government;
 - (h) (i) all Professors of the University: and
(ii) a representative each of the Associate Professors and the Assistant Professors of the University.
- (2) The term of the member shall be three years

Powers and functions of Academic Council.

25. Subject to the provisions of this Act and the regulations, the Academic Council shall have the following powers and perform the following functions, namely:-
- 1) to report on any matter referred to or delegated to it by the General Council or the Executive Council;
 - 2) to make recommendations to the Executive Council with regard to the creation, abolition or classification of teaching posts in the University and qualifications, emoluments and the duties attached thereto;
 - 3) to formulate, modify or revise schemes for the organisation of the faculties, schools, centres or specialised institutes, and to assign to them their respective subjects and also to report to the Executive Council as to the expediency of the abolition or sub-division of any faculty,

- school, centre or specialised institute, or the combination of one with another;
- 4) to make arrangements by regulations for the instruction and examination of persons other than those enrolled in the University;
 - 5) to promote research and to require reports on such research;
 - 6) to consider proposals submitted by the faculties;
 - 7) to recognise diplomas and degrees of other Universities and institutions and to determine their equivalence in relation to the diplomas and degrees of the University;
 - 8) to fix, subject to any conditions laid by the General Council, the time, mode and conditions of competition for fellowships, scholarships and other prizes, and to award the same;
 - 9) to make recommendations to the Executive Council in regard to the appointment of examiners and fixation of their fees, emoluments and travelling and other expenses;
 - 10) to make arrangements for the conduct of examinations and to fix dates for holding such examinations;
 - 11) to declare the results of examinations, or to appoint committees or officers for declaration of such result, and to make recommendations regarding the conferment or grant of degrees, honours, diplomas, certificates, titles and marks of honour;
 - 12) to award stipends, scholarships, medals and prizes and to make other awards in accordance with the regulations and on such conditions as may be attached to the awards;
 - 13) to perform, in relation to academic matters, all such duties and to do all such acts as may be necessary for carrying out the provisions of this Act and the regulations.

Meetings of Academic Council

26. (1) The Academic Council shall meet as many times as may be necessary, but at least once in six months.
- (2) The Director or in his absence any member of the Academic Council nominated by him shall preside over at the meeting of the Academic Council.
- (3) The Academic Council shall meet at such time and place and with such period of notice and shall observe such rules of procedure in regard to transaction of its business at its meeting (including the quorum at such meeting) as may be provided by regulations.

- (4) If any urgent action is required, the Director may, with the approval of the majority of the members of the Academic Council, permit the business to be transacted by circulation among the members of the Academic Council. The action so taken as approved by circulation shall be placed before the next meeting of the Academic Council

Transitory Powers of Director.

27. Where any authority of the University is not constituted, the Director with the approval of the Chairman, may discharge all or any of the functions of such authority and, for that purpose may exercise any power of such authority till such authority is constituted.

**CHAPTER IV
COMMITTEES**

Finance Committee.

28. (1) The Finance Committee shall consists of the following members, namely:-
- (a) the Chairman,
 - (b) the Director,
 - (c) two members to be nominated by the Executive Council from amongst its members,
 - (d) one member to be nominated by the State Government from amongst the members of the Executive Council, who is an officer of the State Government
- (2) The term of member of the Finance Committee shall be three years.
- (3) A member shall cease to be a member of the Finance Committee, if he ceases to be a member of the Executive Council or if he ceases to hold the post of the Chairman.

Powers and functions of Finance Committee

- 29 (1) The Finance Committee shall have following powers and discharge the following functions, namely;
- (a) to examine an scrutinise the annual budget of the University and to make recommendations on financial matters to the executive council;
 - (b) to consider all proposals for new expenditure and to make recommendations to the Executive Council;
 - (c) to consider the periodical statements of accounts and to review

the finances of the University from time to time, to consider re-appropriation statements and audit reports, and to make recommendations thereon to the Executive Council;

- (d) to give views and to make recommendations to the Executive Council on any financial matters affecting the University, either on its own motion or on reference from the Executive Council or the Director.
- (2) The Finance Committee shall meet at least once in every six months. Three members of the Finance Committee shall form the quorum for a meeting.
- (3) The Chairman or in his absence, the Director shall preside over the meetings of the Finance Committee.

Selection Committee.

- 30.** (1) The Executive Council shall constitute Selection Committees for making recommendations for appointment to posts of Professor, Associate Professor and other teachers of the University.
- (2) The Selection Committee shall consist of the following members namely:-
- (a) the Director;
 - (b) the Head of the Department concerned, if any, who is not lower in rank than that of the post for which selection is to be made;
 - (c) (i) where an appointment is to be made by any academic post, three experts nominated by the Director from amongst a panel of names recommended by the Academic Council;
 - (ii) where an appointment is to be made to any administrative post, three experts in the fields of university administration nominated by the Director from amongst a panel of names recommended by the Executive Council.
- (3) Where an endowment from a donor is accepted by the University for instituting a Chair, the donor may be co-opted as a member of the Selection Committee for the purpose of filling in that post.
- (4) The meeting of the Selection Committee shall be convened by the Director whenever necessary. The Director or in his absence, a member of Selection Committee nominated by him shall preside over the meeting of the Selection Committee. Three members of the Selection Committee of whom one shall be an expert, shall from the

quorum for a meeting of the Committee.

Standing Committees and ad hoc committees.

31. Subject to the provisions of this Act and the regulations, the Executive Council may, by resolution, constitute such Standing Committees or appoint ad hoc committees of such persons and for such purposes and with such powers as the Executive Council may think fit for exercising any power or discharging any function of the University or inquiring into, and reporting or advising upon, any matter relating to the University.

**CHAPTER V
OFFICERS OF THE UNIVERSITY**

Officers of University:

32. The following shall be the officers of the University:-
- (a) the Director,
 - (b) the Heads of the Departments, Schools and Centres,
 - (c) the Registrar, and
 - (d) such other officers of the University as may be: declared by the regulations to be the officers of the University.

Director.

33. (1) The Director shall be appointed by the General Council after considering the recommendations of the Executive Council and in consultation with the Visitor.
- (2) The terms and conditions of the appointment of the Director shall be such as may be prescribed by the regulations;
Provided that the first Director shall be appointed by the State Government in consultation with the Chairman.
- (3) The Director, subject to the specific and general directions of the Executive Council, shall exercise all the powers of the Executive Council for management and administration of the University
- (4) The Director shall hold office for a term of five years. He shall be eligible for re-appointed for a further term of five years only.
- (5) The Director shall
- (a) ensure that the provisions of this Act and the regulations are duly observed, and he shall have all such powers as are necessary for that purpose;

- (b) convene the meetings of the General Council, the Executive Council, and the Academic Council and shall perform such other functions as may be necessary to give effect to the provisions of this Act;
 - (c) have all such powers as are necessary for proper maintenance of discipline in the University.
- (6) When in the opinion of the Director, an Emergency requires immediate action, he shall take such action as he deems necessary and shall report the action so taken for confirmation of the authority, to the next meeting which, in the ordinary course, would have dealt with that matter.

Head of Departments and Schools.

- 34 (1) Each of the Departments of the University shall have a Head of the Department
- (2) The powers, functions, appointments and the conditions of service of the Heads of Departments shall be such as may be prescribed by the regulations.

Registrar.

35. (1) The Registrar shall be appointed by the Executive Council and shall be a whole time officer of the University.
- (2) The terms and conditions of the appointment of the Registrar shall be such as may be prescribed by the regulations.
- (3) The Registrar shall be the ex-officio Secretary to the Executive Council and the Finance Committee, but he shall not be considered to be a member of any of these authorities.
- (4) The Registrar shall-
- (a) comply with all directions and orders of the Executive Council and the Director,
 - (b) be the custodian of the records, common seal and such other property of the University as the Executive Council may direct;
 - (c) exercise such powers and perform such functions as may be prescribed by the regulations.
- (5) When the post of the Registrar is vacant, the Director may authorise any officer of the University to exercise such powers and perform such functions of the Registrar, as he thinks fit.

Terms and conditions of employees.

36. The terms and conditions of service (including contract service) and the redressal of grievances relating thereto, of teachers, officers and employees of the University shall be such as may be prescribed by the regulations.

Insurance, pension and provident fund.

37. The University shall make provisions for the benefit of its officers, teachers, employees and other servants in such matters as insurance, pension, provident fund or other benefits as it may deem fit, in such manner and subject to such conditions as may be prescribed by the regulations.

**CHAPTER VI
FINANCE**

University Fund.

38. (1) The University shall establish a fund to be called the University Fund.
(2) The following shall form part of, or be paid into, the University Fund, namely:-
(a) all contributions or grants made by the State Government, the Central Government, the Bar Council of India, the Bar Council of Gujarat and the University Grants Commission;
(b) The income of the University from all sources including income from fees and charges;
(c) all income or moneys from trusts, bequests, donations, endowments, subventions and other grants.
(3) The University Fund shall, at the discretion of the Executive Council, be kept in a Scheduled Bank as defined in the Reserve Bank of India Act, 1934, or in a corresponding new bank constituted under the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970 and the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1980, or may be invested in such securities authorized by the Indian Trusts Act, 1882.
(4) The University Fund may be expended for such purpose of the University and in such manner, as may be prescribed by regulations.

Annual accounts and financial estimates.

39. (1) The annual accounts of the University shall be prepared under the directions of the Executive Council.

- (2) The Executive Council shall prepare, before such date as may be prescribed by the regulations, the annual financial estimates for the ensuing year and place the same before the General Council.
- (3) Where an expenditure in excess of the amount provided in the budget is required to be incurred, the Executive Council may, for reasons to be recorded in writing, incur expenditure subject to such conditions and restrictions as may be prescribed by the regulations and a report of such excess expenditure shall be made to the General Council at its next meeting.
- (4) The accounts of the University shall be audited by the auditors appointed by the Executive Council;
Provided that the State Government may, whenever it considers necessary, direct that audit of the accounts of the University, including the institutions managed by it, shall be audited by such auditors as it may specify.
- (5) The accounts together with the audit report shall be placed before the Executive Council and shall also be submitted to the State Government.
- (6) The annual accounts and the Financial Estimates shall be considered by the General Council at its annual meeting. The General Council may pass resolutions with reference thereto and communicate the same to the Executive Council, which shall take them into consideration and take such action thereon as it thinks fit. The Executive Council shall inform the General Council at its next meeting of action taken by it or its reasons for taking no action.

Annual report.

40. (1) The Executive Council shall prepare the annual report containing such particulars as the General Council may specify, covering each financial year, and shall be submitted to the General Council on or before such date as may be prescribed by regulations. The General Council shall consider such report and may pass resolutions thereon and the Executive Council shall take such action in accordance with the resolution. The action taken by the Executive Council or if no action is taken, the reasons for taking no action shall be communicated to the General Council at its meeting.
- (2) The Copy of the annual report along with the resolution of the General Council thereon shall be submitted to the State Government. The State

Government shall lay the same before the State Legislature at its next session.

CHAPTER VII ENROLMENT AND DEGREE

Qualification for admission of students.

41. No student shall be enrolled as a student of the University, unless he possesses such qualifications as may be prescribed by the regulations.

Residence of students.

42. A student of the University shall study on such terms and conditions as may be prescribed by the regulations.

Honorary degree.

43. The General Council may, on the recommendation of not less than two thirds of members of the Academic Council, confer by resolution, honorary degree or academic distinction, on a person who has eminent attainment and position.

Withdrawal of degree or diploma.

44. (1) The General Council may, on the recommendation of the Executive Council, withdraw any distinction, degree, diploma or privilege conferred on, or granted to, any person who has been convicted by a court of law for an offence involving moral turpitude or if he has been guilty of gross misconduct, by a resolution passed by majority of the total membership of the General Council and by a majority of not less than two-thirds of the members of the General Council present and voting.
- (2) No action under sub-section (1) shall be taken against any person unless he has been given an opportunity to show cause against the action proposed to be taken.
- (3) The resolution so passed by the General Council shall take effect immediately and the copy of the same shall be sent to the person concerned.

Discipline among students.

45. (1) The Director shall be the final authority for maintenance of discipline among the students of the University. The directions given by the

Director in this behalf shall be complied with by the Heads of Departments, Schools, Hostels and Institutions.

- (2) Notwithstanding anything contained in sub-section (1), the Executive Council may, on the report of the Director, impose the punishment of debarring a student from an examination or rustication from the school or a hostel or an institution:

Provided that no such punishment shall be imposed without giving the student concerned a reasonable opportunity to show cause against the action proposed to be taken against him.

CHAPTER - VIII SUPPLEMENTARY PROVISIONS

Regulations

46. (1) The Executive Council may make regulations consistent with the provisions of this Act to provide for the administration and management of the University
- (2) The Executive Council shall not make, amend or repeal any regulation affecting all or any of the following matters without the prior concurrence of the Academic Council,
- (a) the determination of authorities for organizing teaching relating to syllabus and academic programmes;
 - (b) the withdrawal of degrees, diplomas, certificates and other academic distinctions;
 - (c) the establishment and abolition of Faculties, Departments, and specialised schools, centres of learning and research, and halls of residence;
 - (d) the institution and award of fellowships, scholarships, studentships, exhibitions, medals and prizes;
 - (e) conditions and modes of appointment of examiners, conduct or standard of examinations and course of study;
 - (f) modes of enrolment or admission of students;
 - (g) examinations of other University to be recognized as equivalent to University examinations.
- (3) The Academic Council may propose to the Executive Council to make regulations on all or any of the matters specified in clauses (a) to (g) and matters incidental or related thereto.

- (4) Where the Executive Council has rejected any regulation proposed by the Academic Council, the Academic Council may appeal to the Visitor, and the Visitor may, by order, direct that the proposed regulation may be laid before the next meeting of the General Council for its approval and that pending such approval of the General Council, such regulation shall have effect from such date as may be specified in the order:

Provided that where the regulation is not approved by the General Council at such meeting, it shall cease to have effect.

- (5) (i) All regulations made by the Executive Council shall be submitted to the General Council and to the visitor for approval;
- (ii) The General Council may, by resolution approve the regulations;
- (iii) The visitor may approve the regulation and the regulation so approved shall remain in force till the date on which it is approved or disapproved by the General Council.

Execution of contracts.

47. All contracts relating to the management and administration of the University shall be expressed to be made by the Executive Council and such contracts shall be executed on behalf of the Executive Council by the Director when the value of the contract is more than twenty lakhs of rupees and by the Registrar when its value does not exceed twenty lakhs of rupees.

Appointment of Review Commission.

48. (1) The visitor shall, at least once in every five years, constitute a Commission to review the working of the University and to make recommendations.
- (2) The Commission shall consist of not more than three eminent educationists, one of whom shall be the Chairman of such Commission appointed by the Visitor in consultation with the State Government.
- (3) The terms and conditions of appointment of the members shall be such as may be determined by the Visitor.
- (4) The Commission shall after holding such enquiry as it deems fit make its recommendation to the Visitor.
- (5) The visitor may take such action on the recommendations as he deems fit.

XLV of 1860 Officers and employees to be public servant

49. Every officer and employee of the University shall be deemed to be a public servant within the meaning of section 21 of the Indian Penal Code.

Proceedings not invalidated by vacancies.

50. No act or proceedings of any authority of the University or body shall be invalid on the grounds merely of the existence of any vacancy in or any defect in constitution of such authority or body.

Protection of action taken in good faith.

51. No suit, shall be instituted against or other legal proceedings shall lie against or no damages shall be claimed from, the University, the authority or officer of the University, in respect of anything which is in good faith done or purported to have been done in pursuance of this Act or the regulations.

Sponsored scheme.

52. Notwithstanding anything in this Act or the regulations, whenever the University receives funds from any Government, the University Grants Commission or other agencies sponsoring a scheme to be executed by the University,-
- (a) the amount received shall be kept by the University in separate account and shall be utilised for the purpose of the scheme only; and
 - (b) the staff required to execute such scheme shall be recruited in accordance with the terms and conditions stipulated by the sponsoring organization.

Power to removal of difficulties.

53. If any difficulty arises in giving effect to the provisions of this Act or the regulations, the Visitor or the Director as directed by the Visitor, may, by order or as occasion requires, do anything consistent, so far as may be, with the provisions of this Act and the regulations, which appear to him to be necessary or expedient for the purpose of removing the difficulty. Every such order shall have effect as if such action had been taken under this Act or the regulations:

Provided that no such order shall be made after the expiry of a period of two years from the date of commencement of this Act.



सत्यमेव जयते

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Separate paging is given to this Part in order that it may be filed as a Separate Compilation.

PART IV

**Acts of Gujarat Legislature and Ordinances promulgated and
Regulations made by the Governor.**

The following Act of the Gujarat legislature, having been assented to. by the Governor on the April, 2011, is hereby published for general information.

C. J. GOTI,

Secretary to the Government of Gujarat,
Legislative and Parliamentary Affairs Department.

GUJARAT ACT NO. 19 OF 2011

(First published, after having received the assent of the Governor, in the "Gujarat Government Gazette", on the 28th April, 2011).

AN ACT

further to amend the Gujarat National Law University Act, 2003.

It is hereby enacted in the Sixty-second Year of the Republic of India as follows:

Short title.

1. This Act may be called the Gujarat National Law University (Amendment) Act, 2011.

Amendment of section 9 of Guj. 9 of 2003

2. In the Gujarat National Law University Act, 2003, in section 9, for sub-section (1), the following sub-section shall be substituted, namely:-

"(1) The Chief Justice of India, or a sitting Judge of the Supreme Court to be nominated by the Chief Justice of India, shall be the Visitor of the University".

आनो भद्राः क्रतवो यन्तु विश्वतः

SECTION – II

**GUJARAT NATIONAL LAW UNIVERSITY (ACADEMIC,
EXAMINATION, MOOTS, INTERNSHIP, HOSTEL AND
RELATED MATTERS) REGULATIONS**

Updated and In Force as of April 2017

Gujarat National Law University

WHEREAS the Executive Council of the Gujarat National Law University has framed Gujarat National Law University Regulations, 2009;

AND WHEREAS the Academic Council of the Gujarat National Law University has recommended to make separate regulations for regulating academic, mootings, internship, examination and hostel matters of the Gujarat National Law University;

AND WHEREAS the Executive Council of the Gujarat National Law University has accepted the recommendations so made by the Academic Council;

AND WHEREAS the General Council of the Gujarat National Law University has approved the draft regulations submitted by the Executive Council;

NOW THEREFORE in exercise of powers conferred by Section 46 of the Gujarat National Law University Act, 2003, the Executive Council makes the following Regulations to provide for regulating academic, mootings, internship, examination and hostel matters of the Gujarat National Law University.

REGULATION 1

TITLE

These Regulations shall be called Gujarat National Law University (Academic, Mootings, Internship, Examinations, Hostel and Other Matters) Regulations, 2015.

REGULATION 2

DEFINITIONS

(a) Definitions and Interpretation

In these Regulations, unless the context otherwise requires, the following words and expressions shall have meanings hereby assigned to them.

- (i) “Academic year” shall normally mean the duration beginning from 1st July every year to 30th June of the following year, based on the Academic Calendar of the University.
- (ii) “Act” means the Gujarat National Law University Act, 2003.

- (iii) “Re-admission” shall mean seeking of an admission into an academic year, afresh, on payment of the yearly fees according to the Fee Structure excluding the deposit amount of the year.
- (iv) “Re-registration” shall mean registration for appearing in the examination in a failed subject when scheduled to be offered again in regular course after paying the requisite fees.
- (v) “Continuous Evaluation” shall mean the assessment of a student through any type of test or project normally of maximum 20 marks taken by a subject teacher to evaluate a student during the course of study in a semester.
- (vi) “Attendance Back” shall mean failure in a subject due to non-securing of the requisite attendance as prescribed by the University.
- (vii) “Academic Back” shall mean failure in a subject due to non-securing of the requisite marks in the continuous evaluation or in total.
- (viii) “Bachelor of Arts, Bachelor of Laws (Honours) i.e. B.A., LL.B. (Honours)” shall mean a five-year integrated degree programme, Bachelor of Arts and Bachelor of Laws, as recognized by the University Grants Commission and the Bar Council of India.
- (ix) “Bachelor of Commerce, Bachelor of Laws (Honours) i.e. B.Com., LL.B. (Honours)” shall mean a five-year integrated degree programme, Bachelor of Commerce and Bachelor of Laws, as recognized by the University Grants Commission and the Bar Council of India.
- (x) “Bachelor of Science, Bachelor of Laws (Honours) i.e. B.Sc., LL.B. (Honours)” shall mean a five-year integrated degree programme, Bachelor of Science and Bachelor of Laws, as recognized by the University Grants Commission and the Bar Council of India.
- (xi) “Bachelor of Business Administration, Bachelor of Laws (Honours) i.e. B.B.A., LL.B. (Honours)” shall mean a five-year integrated degree programme, Bachelor of Business Administration and Bachelor of Laws, as recognized by the University Grants Commission and the Bar Council of India.
- (xii) “Bachelor of Social Work, Bachelor of Laws (Honours) i.e. B.S.W., LL.B. (Honours)” shall mean a five-year integrated degree programme, Bachelor of Social Work and Bachelor of Laws, as recognized by the University Grants Commission and the Bar Council of India.
- (xiii) “Admission Committee” shall mean the committee established to plan, execute and manage admission process in accordance with these regulations.

- (xiv) “Examination Committee” shall mean the committee established to plan, execute and manage the examination process in accordance with these regulations.
- (xv) “Student Disciplinary Committee” shall mean the committee established to plan, execute, manage and recommend the measures in the disciplinary matters in accordance with these regulations.
- (xvi) “Academic staff” or “faculty” shall mean Professors, Associate Professors, Assistant Professors and such other persons imparting education in the University and appointed or recognized as such by the University;
- (b) All words and expressions used herein and not defined in these Regulations, but defined in the Gujarat National Law University Act, 2003 and the Gujarat National Law University Regulations, 2009, shall have the meanings assigned to them in the said Act and the Regulations.



PART-I: ADMISSION

REGULATION 3 ADMISSIONS

- (a) The University shall admit students in the regular Under-Graduate Programme and regular Post-Graduate Programme in accordance with the below policy and on the basis of merit of the candidates in the Common Law Admission Test (CLAT), and Ph.D. program through the guidelines promulgated by the statutory bodies of the University.

(i) **Under-Graduate Programme:**

Eligibility: A candidate shall have obtained a Higher Secondary School/ Intermediate (10+2) or its equivalent certificate from a recognized Board with not less than 45% marks in aggregate (40% in case of SC and ST candidates) and shall be below 20 years of age as on 1st July of the admission year (22 years in case of SC/ ST/ Persons with Disability (PWD) candidates).

The candidates who have passed the qualifying examination through supplementary/compartment and repeat attempts are also eligible for taking admission provided that such candidates shall have to produce the proof of having pass the qualifying examination with requisite percent marks, as the case may be, on the date of their admission or within the time allowed by the University.

(ii) **Post-Graduate Programme:**

Eligibility: A candidate shall have obtained a LL.B./Five-Year Integrated LL.B. degree/any other equivalent degree from a recognized University with not less than 55% in aggregate (50% marks in case of SC and ST category candidates).

The candidates who have passed the qualifying examination through supplementary/ compartment and repeat attempts are also eligible for taking admission provided that such candidates shall have to produce the proof of having pass the qualifying examination with requisite percent marks, as the case may be, on the date of their admission or within the time allowed by the University.

- (b) Admission and Enrolment in the Under-Graduate Course: A candidate shall be considered eligible for enrolment in the Under-Graduate Course of the University only if he has passed the Higher Secondary School Certificate

Examination conducted by the Higher Secondary Education Board of various states of India or an examination considered by the University or Institution as equivalent thereto.

- (c) Admission and Enrolment in the Post-Graduate Course: A candidate shall be eligible to enroll in the Post-Graduate Course of the University only if he has obtained a Degree in Law or an equivalent degree from a University or Institution recognized by the University Grants Commission and the Bar Council of India.
- (d) Admission and Enrolment in the Doctorate of Philosophy: A candidate shall be eligible for enrollment in the Ph.D. Course of the University as per the guidelines approved by the Academic Council and the Executive Council.
- (e) Admission and Enrolment in Diploma and Certificate Courses: A candidate shall be eligible for enrollment in any Diploma or Certificate Course of the University only if he has satisfactorily completed and fulfilled all the mandatory requirements as may be determined by the Academic Council for a particular course.
- (f) The Director shall ensure the admission and enrolment of students in various programmes and activities offered by the University individually or jointly with other Institutions for admissions other than those administered by the Common Law Admission Test.
- (g) Admission and Enrolment Supplementary Provisions: The University may publish additional admission criteria or requirements for any courses offered by the University, as and when necessary.
- (h) For any other courses, the University shall admit students on the basis of criteria determined by the Academic Council from time to time.

REGULATION 4
NUMBER OF SEATS

- (a) The number of seats available in various degree programmes offered by the University shall be such as may be approved by the statutory bodies of the University, from time to time. The number of seats available for various diploma and certificate courses may also be determined by the statutory bodies of the University.
- (b) Subject to further review and approval by the statutory bodies of the University, the University may admit up to and not exceeding 180 and 60

students for the Under Graduate and Post Graduate degree courses respectively. The Director may report a lower intake level, depending on the general standards of available candidates, operational or any other reasons determined to be in the interests of ensuring high academic standards of the University, to the Academic Council and the Executive Council.

- (c) The University shall admit 15% candidates from the Scheduled Caste category, 7.5% candidates from the Scheduled Tribes category, 10% candidates from the Non Resident Indian (NRI) category and 3.5% candidates from the Foreign National category (Direct admission without CLAT and No age limit) for the Under-Graduate and Post-Graduate Courses.
- (d) A horizontal reservation of 30% of seats shall be made in favour of female candidates, 3% of seats for Specially Abled Persons (as defined in the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995) and 25% of seats shall be made in favour of candidates belonging to the State of Gujarat (Gujarat Domicile) from amongst the total seats not considering the seats belonging to the NRI category, Foreign National category and Supernumerary seats, for the Under-Graduate and Post-Graduate Courses.
- (e) Admission to the Non Resident Indian category and Foreign National category shall be governed by the guidelines prescribed in the Academic Directive.
- (f) For the purpose of admission, the candidates fulfilling any one of the below conditions may seek admission under the NRI category:
- (i) At least one of the parents of such candidates shall be a Non Resident Indian and shall ordinarily be residing abroad as Non Resident Indian;
OR
- (ii) The person who sponsors the candidate for admission shall be a first degree relation of the candidate and shall be ordinarily residing abroad as a Non Resident Indian;
OR
- (iii) If the candidate has no parents or near relatives or has been taken as a ward by some other nearest relative, such candidates may also be considered for admission under the NRI category provided the guardian has bonafidely treated the candidate as a ward and such guardian shall file an affidavit indicating the interest shown in the education affairs of the candidate and also his relationship with the candidate and such person also shall be Non Resident Indian and ordinarily residing abroad.
OR
- (iv) The Persons of Indian Origin and Overseas Citizens of India Card holders are eligible for admission under the NRI seats available at GNLU.

Provided that the candidates seeking the admission under the NRI category shall be eligible to seek admission only if the CLAT score secured by the candidate is above 40% of the highest score of that particular test.

- (g) The University may, in exceptional circumstances as prescribed by the Government of India, admit candidates from other parts of the country in addition to the above number of seats on the basis of admission criteria laid down by the Government of India, subject to the approval by the Academic Council and the Executive Council.
- (h) The seats remaining vacant after reshuffling or withdrawal of the students shall be filled from the same category of eligible candidates as per the CLAT merit list only except: for Foreign Nationals and NRI category seats. In case of Foreign National seats, the vacant Foreign National seats may be converted into NRI category seats and vice-versa, provided candidates are available for admission under the other category. If any seats remain vacant in the Foreign National and NRI category even after conversion, the same shall be filled from the CLAT merit list (Non-NRI candidates) keeping in view the maintenance of the reservation policy. The last day of granting admission shall be decided by the Admission Committee. In case, if the Common Law Admission Test admission policy and process is unclear or silent, the Director shall admit candidates with the approval of the statutory bodies of the University.
- (i) The University may reserve the right not to offer any stream or specialization in the Under-Graduate or Post-Graduate course at any time if sufficient numbers of students have not been found qualified for the stream or specialization. This shall also apply to any other courses offered by the University. A candidate's preference for a stream or specialization indicated in his application form shall not in any way bind the University to offer admission into such stream or specialization. A candidate shall make his choice clear while selecting a particular faculty, as once admitted, a change in stream or specialization is prohibited.

REGULATION 5

FEES

- (a) The University shall prescribe fee structure for regular degree programs as well as other programs and courses including admission, examination fees, penalty for payment of late fees, including cancellation of student's registration, removal from the roll of the University, and any fees related incidental matters in consultation with and approval of the Academic Council, Finance Committee and ratified by the Executive Council.

- (b) The University shall collect and administer fees for the regular degree programs as approved by the Finance Committee and the Executive Council.
- (c) The University shall collect and administer fees, such as fees for repeat examination, re-admission, re-registration or any other fees or charges required to ensure the quality teaching, research, extension, training, accommodation, mess, discipline, extra-curriculum activities and standards as determined by the Finance Committee and the Executive Council.
- (d) Subject to alterations or revisions made from time to time, the fee structure may be revised by the Finance Committee and the Executive Council each year without notice, even during an academic year, should exigencies so demand.
- (e) Payment of Fee and defaults: Student shall pay all required fees on or before the prescribed date at the time of admission at the commencement of each academic year or any other date specified and communicated by the University. Default in payment of fees by the prescribed date shall entail payment of a late fee of Rs. 100 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 re-admitted:
 - (i) on payment of the re-admission fee;
 - (ii) in addition to all the defaulted payments including the late fee calculated to the date of re-admission, and/or;
 - (iii) any other criteria determined by the statutory bodies of the University.
- (f) Refundable deposits shall not limit the liability of a student for his conduct resulting in damage to or conversion or misappropriation of the University property. Each case of such conduct may entitle the University to claim appropriate damages from the student involved or impose any such measures as it deems fit. In case, if the University is unable to identify the wrongdoer, it may, depending upon the nature and amount of damages, determine a collective obligation of all students or a group of students, as the case may be, and ensure the collection of the compensation amount for the damages.
- (g) Tuition fees 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 unless approved by the statutory bodies of the University.
- (h) 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 6
PROGRAMMES AND COURSES

The University shall offer such Degree, Diploma, Certificate courses and programmes as approved by the statutory bodies of the University, either individually or jointly with Institution(s) in India or abroad.

- (a) Degree Programmes: The University shall offer following degree programmes:
- (i) Bachelor of Arts, Bachelor of Laws (B.A., LL.B. Honours)
 - (ii) Bachelor of Commerce, Bachelor of Laws (B.Com., LL.B. Honours)
 - (iii) Bachelor of Science, Bachelor of Laws (B.Sc., LL.B. Honours)
 - (iv) Bachelor of Business Administration, Bachelor of Laws (B.B.A., LL.B. Honours)
 - (v) Bachelor of Social Work, Bachelor of Laws (B.S.W., LL.B. Honours)
 - (vi) Master of Laws - LL.M. (Full Time & Part Time)
 - (vii) Doctor of Philosophy - Ph. D. [in Law and allied subjects (inter-disciplinary)]
- (b) Doctor of Laws: The University may confer the degree of Doctor of Laws (LL.D.) on a person of distinction who, as determined by the Academic Council, has given a 'proof of distinction by some original and extraordinary contribution to the advancement of the study of Law and interdisciplinary field(s).
- (c) Full-time/Part-time Diploma/Certificate Courses including distance education mode: The University may offer full-time/part-time or through distance education, diploma and certificate courses in law and interdisciplinary subjects in accordance with the guidelines approved by the statutory bodies of the University and necessary approval/recognition from the recognizing agency. These courses shall be announced by the University from time to time.
- (d) The University may offer a research degree leading to Doctor of Philosophy in Law and interdisciplinary fields as per the Regulations and guidelines approved by the Doctoral Research Committee and the Academic Council.

REGULATION 7
CURRICULUM AND ACADEMIC CURRICULUM
COMMITTEE

- (a) The Director, in consultation with the faculty members, shall appoint an Academic Curriculum Committee (ACC), consisting of minimum five full-time

faculty members. Additionally, all the Heads of Departments, Heads of Schools and Centres shall be ex-officio members of the ACC. A chairperson of the Committee shall be selected by the members of the Committee. The Committee shall have a term of two full academic years. The ACC shall be responsible and accountable to the Dean of Academic Affairs and the Director.

- (b) The Director may invite external faculty members, practitioners, professionals, for obtaining their inputs into the curriculum.
- (c) The ACC or such other Committee/s, as may be established for the preparation of the curriculum for various Degrees, Diplomas and Certificate courses and optional courses, shall offer the curriculum to the students. All such information shall be placed before the statutory bodies of the University, for its information, approval or ratification, as per the requirement.
- (d) The ACC shall be entrusted with the responsibility of ensuring high standards of academic and research paradigm in various programmes and courses offered by the University, consistent with the guidelines of the Bar Council of India and the University Grants Commission, as amended from time to time. The chief functions of the ACC include, but are not limited to:
 - (i) defining the goals and objectives of the curriculum;
 - (ii) designing and management of the curriculum;
 - (iii) scheduling of courses;
 - (iv) recommendations on new courses and new instructional programmes;
 - (v) recommendations on deletion of courses and instructional programmes;
 - (vi) vetting of proposed courses;
 - (vii) allocation of courses/subjects;
 - (viii) providing guidelines for 'course outline'; and
 - (ix) review, evaluation, revision and implementation of policies/guidelines for course outline/reference materials, etc. on a recurring timeline to ensure that the curriculum is coherent, coordinated, fully integrated, current and effective.
- (e) Subject to the approval of the ACC and other rules and regulations of the University, individual faculty member shall have the autonomy to design and execute his course.
- (f) The curricula and syllabi prepared by the Academic Curriculum Committee shall be effected after the approval of the Academic Council and shall be placed for the information of the subsequent meeting of the Executive Council.

REGULATION 8
SCHOLARSHIPS, AWARDS, PRIZES AND FINANCIAL ASSISTANCE

- (a) The University may offer scholarships, financial assistance, prizes, medals and such other incentives to attract, promote and recognize academic and extra-curricular talents and achievements as recommended by the Scholarship Committee or such other Committee constituted by the Director to implement the guidelines and criteria approved by the statutory bodies of the University.
- (b) The Director shall place the results of such awards for the information of the statutory bodies of the University during regular meetings.

REGULATION 9
RESIDENTIAL UNIVERSITY

- (a) The University shall provide boarding and lodging facilities to all enrolled students in degree programs. All students in the Under-Graduate and Post-Graduate degree programmes shall reside and board at the accommodation and mess facilities provided by the University.
- (b) Residence in the hostels is compulsory and shall be governed by the regulations issued by the University from time to time.

Gujarat National Law University

PART-II: EXAMINATION AND AWARD OF DEGREES

REGULATION 10 GENERAL

- (a) The University shall plan, develop, conduct and manage all examination related matters and records to ensure effective and efficient management and administration of all examination and evaluation related matters.
- (b) The Director shall constitute an Examination Committee comprising of minimum of three teachers, two from law and one from non-law area of teaching in consultation with teachers and head of departments of the University. The Examination Committee shall select a Chairperson from amongst the members. The tenure of the members of the Examination Committee shall be two academic years and they shall be eligible for re-nomination. In the event of any vacancy arising in the Examination Committee, the Director shall nominate another teaching staff member to fill in the vacancy in consultation with teachers and departmental heads of the University. The Examination Committee may co-opt a member with the approval of the Director in writing. The Chairperson shall be the Chief Examiner.
- (c) The Head of the Academic Department or his nominee shall be the Moderator.
- (d) The Examination Committee may deliberate, prepare, propose amendment to the regulations and the guidelines and facilitate conduct of all examinations, evaluations, publication of results and maintenance of records, for the information of the Director, and approval of the statutory bodies of the University. The Director shall promulgate Academic Directive which shall stipulate guidelines, roles and responsibilities of the Examination Committee. The same shall be placed for the information of the statutory bodies of the University.
- (e) The Examination and Evaluation Management Department comprising the administrative officials under the supervision of the Head of the Examination and Evaluation Management Department shall work under the overall guidance and supervision of the Examination Committee. The rights and obligations of the Head of the Examination and Evaluation Management Department shall be governed by the Academic Directive.
- (f) All internal policy related matters flowing from the Act, Regulations, decisions of statutory bodies shall normally be issued in the name of the Chief Examiner

or the Registrar, while all administrative, executive, practical, logistics, communicative information shall normally be issued by the Head of the Examination and Evaluation Management Department.

- (g) Any issue arising out of the implementation/interpretation of the examinations held by this University or facilitated on behalf of the CLAT and any such institutions, shall be subject to the exclusive jurisdiction of the courts of Gandhinagar/Ahmedabad only.

REGULATION 11
ATTENDANCE REQUIREMENT AND LEAVE OF
AUTHORIZED ABSENCE

- (a) Attendance of at least 70% of the total number of classes held in each subject is compulsory. Student failing to obtain 70% attendance in a given subject is prohibited and shall not be allowed to appear in the semester-end examination for that subject and will be required to re-register himself for that subject when it is again scheduled to be offered in regular course. Provided, the percentage of physical attendance required in each subject shall be in accordance with the Bar Council of India guidelines or 70% whichever is higher. The percentage shall stand to be automatically changed upon changes effected by the Bar Council of India. In case, if the change is effected during an on-going academic semester, the amended requirement shall be effective from the following academic semester.
- (b) If a student for any exceptional reasons (approved co-curricular and extra-curricular activities, medical, bereavement reasons) fails to attend 70% of the classes held in a subject, the Chief Examiner may allow the student to take the exam, with the approval of the concerned Committee and the Director, if the student concerned attended at least 67% of the classes held in the subject.
- (c) Student who fails to obtain the required percentage of physical attendance in all the subjects of a given semester (either odd or even) shall be ineligible for appearing in the semester-end examination of that semester. He shall apply for re-admission for that year, when it is again scheduled to be offered.
- (d) Leave of absence from the classes may be claimed in the following manner for the following reasons only:

Sr.	Reasons	Procedure	Condonation
(i)	Medical grounds (Accident, Hospitalization, Contagious diseases)	<p>Application shall be submitted to the Examination Department, with the following documents within three days of joining:</p> <p>i) Medical Certificate from or endorsed by the University Doctor.</p> <p>ii) In case of hospitalization, the medical certificate from the hospital endorsed by the University Doctor.</p> <p>iii) In case of the medical certificate issued by an outside Doctor other than a government appointed Doctor, it shall be endorsed by the University Doctor.</p> <p>iv) Endorsement from the Hostel Administrator/ Warden.</p> <p>v) In case of planned treatment, application along with medical certificate shall be submitted in advance.</p> <p>Note: 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.</p>	The medical application shall be considered only in cases of hospitalization of minimum 5 days or more, contagious diseases, accident, by the Chief Examiner in consultation with the Examination Committee.
(ii)	Bereavement in family (brother, sister, parent/s, grand-parent/s)	The application for condonation (along with a copy of the document issued by the Public Authority) shall be made to the Examination Department through the Chairperson. Assistant Warden shall also satisfy himself.	The Chief Examiner shall condone in consultation with the Examination Committee up to a maximum of five working days in an academic year. Serious illness or

			hospitalization falls outside the purview of the condonation and shall not be treated as such in any case-no absence shall be condoned.
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Explanation: In case of doubt in the application and interpretation of criteria for a particular case, the University shall contact the statutory or technical bodies established under the relevant state or national acts and guidelines, whose decision shall be final and binding. Students must clearly note that such a situation may delay the decision of granting permission for the relevant examination.

REGULATION 12 EVALUATION PROCESS

- (a) The evaluation of all examinations shall be made by the respective subject teachers.
- (b) The evaluation of the projects shall be devised by the individual subject teacher with information to the Examination Committee.

REGULATION 13 CONTINUOUS EVALUATION

- (a) The subject teacher shall announce the date of the test part of the continuous evaluation normally five working days in advance to students, except the surprise test, with a copy to the Examination Department.
- (b) Each subject teacher shall announce project or research topics within 15 working days of the commencement of the semester. A subject teacher may allow change of topic, however, the duration of such flexibility shall be not more than 3 working days of the original timeline. A copy of this shall be sent to the Examination Department. Any delay in notification would be the ground for the extension in consultation with the Chief Examiner.
- (c) If any student, misses surprise test, for authorized medical reasons, proportionate marks shall be awarded from the overall marks obtained in the continuous evaluation.

- (d) The subject teacher shall declare results of the continuous evaluation within 20 working days of the completion of the test or submission of the project report. The subject teacher shall conduct any subsequent continuous evaluation test, only if he has declared the results of the previous test.
- (e) No continuous evaluation test shall normally be held ten working days before the commencement of the end term examinations.
- (f) The subject teacher may consider giving additional time period to differently abled students in the continuous evaluation tests.
- (g) After final submission of the continuous evaluation marks to the Examination Department, no marks for the same shall be altered in any way except as authorized in writing by the Chief Examiner in consultation with the Examination Committee.

REGULATION 14

WRITTEN ASSIGNMENTS – PROJECTS, REPORTS, SEMINAR PAPERS, DISSERTATIONS

- (a) Subject teacher shall stipulate precise timelines, including intermediate timelines, for submission of the project, seminar or research papers or any written work, organization of viva-voce and announcement of results. The teacher shall communicate these timelines to the Examination Department. In no case, the teacher shall accept the paper, project or seminar beyond the declared timeline and shall award zero in the subject and the student shall be considered as failed in the subject.
- (b) Student shall submit Academic Integrity and Honesty Declaration, as per the Academic Directive, with each and every written work submitted for the evaluation purposes. No written work shall be accepted without duly filled and signed Academic Integrity and Honesty Declaration. Failure or non-compliance to meet with the Academic Integrity and Honesty standards may result into remedial academic, disciplinary or any other measures decided by the subject teacher in accordance with the rules.
- (c) All viva-voce/presentations shall be completed as far as possible seven days before the commencement of the end-term examination.
- (d) Seminar
 - (i) No Presentation shall be allowed unless final draft has already been submitted.

- (ii) Marking Scheme: The standard marking scheme for seminar course shall be ordinarily as follows:
 - Pre-presentation – 15 marks
 - Dissertation – 60 marks
 - Final presentation – 25 marks
- (e) Dissertation: In case the student fails to get the requisite attendance in the final semester, he shall not be allowed to submit the Dissertation.

REGULATION 15
MOOT COURT PARTICIPATION

- (a) The student who has backlog in any subject of the previous semester shall not be normally eligible to participate in the moot court competition. However, depending upon the overall academic and extra-curricular performance of the concerned student, the Head of the Academic Department, upon the recommendation of the concerned Class Coordinator and the Moot Court Committee Convener, may consider permitting the student in such competitions.
- (b) The student participating in the national moot court competition shall be exempted from class test or submission of project in one subject and student participating in the international moot court competition shall be exempted from class test/submission of project in two subjects, for a maximum of 20 marks in a subject. The student shall be eligible to claim this exemption only in the continuous evaluation of a law subject of that semester during which the preparation of the moot court competition will be undertaken by him.
- (c) In place of class test or project, the participant shall submit moot court memorials prepared for a moot court competition along with the participation report as per the guidelines issued by the Director in form of an Academic Directive.
- (d) The student shall submit a written and electronic copy of the memorial and report within seven working days of the reporting at the University to the Examination Department. The Examination Committee shall determine the panel of three teachers who shall evaluate the moot memorials and report. The average of the marks awarded by the panel of teachers shall be final and shall not be subjected to re-evaluation.

REGULATION 16
OPTIONAL WRITTEN RESEARCH AND FIELD
ASSIGNMENTS

The teacher can give an option to a student to undertake additional written research or field works, such as surveys, to obtain additional credit with prior approval from the Academic Curriculum Committee. Such opportunities may enable students to pursue and develop his area of interests to develop scholarship and tailor his academic experience to his personal interests. The Academic Curriculum Committee in consultation with the teacher, professional or practice may determine the credit that can be assigned to such assignments. Student shall normally register for undertaking such optional written research and field assignments in the beginning of the Semester. The decision of the subject teacher of the University shall be final and binding.

REGULATION 17
RESEARCH ASSISTANCE AND ACADEMIC CREDIT

- (a) The Academic Curriculum Committee may award academic credit to a student who is providing research assistance to the University research and scholarship programs and activities. The work may include editing, referencing, research summaries, compilation of research and academic material and such other assignments as determined by the teacher of having research value. Student shall have no claim for academic credit for any compensated work.
- (b) **Alternative Mark Credit Allocation:** A teacher may offer an option to student who can chose any one subject offered within the whole ongoing academic year for the credit allocation purposes against internal evaluation only as per the Academic Directive guidelines prepared by the Director in consultation with the Curriculum Committee and the Examination Committee.

REGULATION 18
CONTINUOUS CLINICAL LEGAL EDUCATION

The University offers opportunity to students to learn Continuous Clinical Legal Practice Program with an aim to prepare students to undertake legal and legal procedural assignments, such as research, documentation, in professionally most effective manner, immediately upon completion of their degree courses at the University, in judiciary-courts and tribunals, quasi-judicial offices, public sector

undertakings, law firms, corporate, banking and financial institutions, government departments, commerce and industrial houses, academic and research institutions, NGOs. The detailed guidelines for this program which supplements the internship program undertaken by the students during vacation period shall be issued by the University's Internship & Placement Department (IPD) on a regular basis.

REGULATION 19
SEMESTER-END EXAMINATION

- (a) There shall be a written examination at the end of a semester for each subject.
- (b) Student will be required to obtain a minimum of 40% marks in the continuous evaluation with requisite attendance in a particular subject to become eligible to undertake the semester-end examination of that particular subject.
- (c)
 - (i) Under-Graduate (UG) Programme: The semester-end examination for each subject shall be of minimum 50 marks, except, for the subjects with practical like the Science and Technology (Theory) paper which shall be of minimum 40 marks.
 - (ii) Post-Graduate (PG) Programme: The semester-end examination for each subject shall be of maximum 70 marks (60 marks for 2012 batch).
- (d) The duration of the semester-end examination shall be of maximum 3 hours for 50 or more marks and 2 hours for 40 marks papers. The examination of practical in Science and Technology paper shall be of 1.5 hours.
- (e) Differently abled students, on submitting an application to the Examination Department, shall be given an additional time of maximum 30 minutes on the basis of the merit of the individual cases, in the end term examination. The differently abled student shall be provided with a writer on placing a request to the Examination Department based on the merit of the individual case. The writer shall be chosen by the Examination Department.
- (f) Bare Acts or any other material that are published or printed by the University or authorized by the University only shall be allowed in the examination hall on the recommendation of the concerned subject teacher and with the approval by the Chief Examiner.
- (g) The Examination Committee shall cause second evaluation of the answer scripts if more than 10% of the appeared candidates in a subject in the end

term examination, secure 80% or more marks; or if more than one-third of the appeared candidates in a subject in the end term examination, secure less than minimum passing marks in a subject in the end term examination.

REGULATION 20
PROCESS AND ORGANIZATION OF EXAMINATION

- (a) The Academic Curriculum Committee (ACC) shall submit the final list of subjects offered in each semester with proper nomenclature to the Examination Department within fifteen working days of the commencement of the semester.
- (b) The scheme of examination and evaluation shall be given to the Examination Committee in writing by each subject teacher within fifteen days of the commencement of the semester. No subsequent changes shall be made, except for good reasons and in consultation with the Examination Committee.
- (c) Each subject teacher shall fulfill the role and responsibilities duly assigned for the entire process of examination of his subject. While the subject teacher shall have necessary discretion to devise the means and methods during the continuous evaluation, he shall consult the Examination Committee and the Chief Examiner to ensure overall high evaluation standards.
- (d) Each subject teacher shall undertake evaluation of his subject, however, he shall consult and obtain approval of the Committee and the Chief Examiner, in case if he seeks contribution in the evaluation process of any other teacher or external resource person.
- (e) In the event of a subject teacher having a family relation with a candidate for the examination, he shall refrain from any examination work after informing the Examination Committee of the reasons in writing. On receipt of such information, the Chief Examiner may on the recommendation of the Committee, appoint another examiner for that subject.
- (f) Each subject teacher shall fulfill all obligations, beginning with setting of the question paper, preparing key answers, evaluation, preparation and declaration of results related to the effective and efficient continuous evaluation and end-term examination programme scheduled by the Examination Committee.
- (g) The Teaching and Non-Teaching staff members shall perform the duties of invigilation or any other such duties as required by the Examination Committee to conduct efficient and effective examinations. A teaching and non-teaching staff member may be exempted from the invigilation duties by the Examination

Committee with the prior approval of the Chief Examiner. The Chief Examiner and the Chairperson of the Examination Committee shall be normally exempted from performing any invigilation duties.

- (h) The Examination Committee shall decide in consultation with the Chief Examiner the schedule for regular, repeat/special examination and the Examination Department shall notify and announce the schedule.
- (i) The Examination Committee shall decide and the Examination Department shall communicate to the subject teacher the date for submission of the question papers.
- (j) Each subject teacher shall send examination question paper, tabulation sheet, or any marks in hard copy only in person and not through e-mail.
- (k) The Examination Department in consultation with the Examination Committee shall allot registration numbers to the students, valid for the entire duration of their study at the University. The Department shall prepare and give each student a special examination bar code to ensure his anonymity. The bar code shall not be confused with the registration number in any case.
- (l) The Examination Department in consultation with the Examination Committee shall communicate the seating plan to the Registrar's office, to enable the administration to organize the Examination Halls.
- (m) No student shall be allowed into the Examination Hall after the commencement of the examination (i.e., after the ringing of the final bell of commencement).
- (n) No student shall be allowed to leave the examination hall before the expiry of one hour from the commencement of the examination.
- (o) No student shall be allowed to leave the examination hall during the last ten minutes i.e. after the warning bell.

REGULATION 21
PUBLICATION OF RESULT

- (a) 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” shall be rounded off to the previous whole number.

- (b) In the event of a student failing by one mark in a subject, the Examination Section shall prepare the records and place before the Moderation Committee comprising of Head (or Dean) of Academic Affairs, Head (or Dean) of Research, Head (or Dean) of Extension and Training and Head (or Dean) of Students' Welfare for making recommendation of award of one grace mark through the Registrar to the Director.
- (c) The award of grace marks shall be never more than on five occasions in the entire Under-Graduate programme and never more than on two occasions in the Post-Graduate degree programme, subject further to a maximum of only one subject per semester. A Student shall make a written request for the consideration of the grace marks to the Examination Section within seven working days of the declaration of the results. The Section shall prepare the records and place before the Moderation Committee for their consideration and recommendation to the Director. The Director may require the Moderation Committee to place before him any records or information which would enable him to take a final decision on the awarding of the grace mark.
- (d) A period of maximum one month shall be provided for the collection of mark sheet/statement of marks after the notification announcing the date for collection of marksheets. The Chief Examiner in consultation with the Director may notify an appropriate fine for delayed collection of marks sheet.
- (e) A student shall submit a written request to the Examination Department to correct any discrepancy or any incorrect information in the statement of marks/mark sheet. Such request shall be made within 30 calendar days from the date on which the candidate has collected the marks sheet, along with any official or substantiating records in support of the request.
- (f) The students of GNLU shall have to undertake such 'Pro Bono' services under the Legal Services Committee and Alternative Dispute Resolution Cell, which shall be provided to the public free of cost. It shall be mandatory for each student to provide such services for a minimum of 20 hours per academic year totaling 100 hours in his / her whole Under-Graduate law programme. Without the completion of this requirement, a student shall not be considered to have completed his / her law programme. If there is any non-compliance with the undertaking of twenty hours of Pro Bono Services, then the University shall withhold the result of such students. This shall be a mandatory requirement from 2015-16 batch onwards. The time spent during internship shall not be counted as 'pro bono' services.

Issuance of Certificate: The students shall also have to submit a report on the activities carried out by them under the 'Pro Bono' services along with supporting

documents in the first week of the new academic year (for example, for 2015-16 student, the first due date will be first week of July 2016. Convener, Legal Aid Cell issue the certificate and the Legal Aid Cell Coordinator shall be responsible to monitor the program. A certificate for the same shall be issued, after the completion of such requirement. All queries shall be directed to Legal Aid Cell Coordinator.

REGULATION 22

ACCESS TO ANSWER-SCRIPT AND CORRECTION OF ERROR IN THE PUBLISHED RESULT

- (a) The subject teacher shall provide access to the 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 Department in consultation with the Examination Committee from time to time.
- (b) If the student, after access to his answer script is dissatisfied with the evaluation, he may apply for re-evaluation of the answer script.
- (c) If after access of the answer script any question is found left unchecked, the student shall apply to the Examination Department for evaluation of that particular question without any cost.
- (d) In case of any clerical/computing errors, the subject teacher shall recommend, in writing to the Examination Committee to effect appropriate corrections. If the percentage of marks increases by 10% it shall be reported to the Chief Examiner, along with the causes for the increase.
- (e) The Examination Department shall have power *suo moto* to effect any corrections of clerical/computing errors that may appear in the published results as well as in answer scripts with the approval of the Examination Committee and the Chief Examiner.

REGULATION 23

RE-EVALUATION OF END-TERM ANSWER SCRIPTS

- (a) A student seeking re-evaluation of the answer scripts shall submit the prescribed application form and the prescribed fee during the period specified by the Examination Department.
- (b) The Chief Examiner, in consultation with the Examination Committee, shall appoint a teacher of the University other than the subject teacher for the purpose of re-evaluation in each subject.

- (c) 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.
- (d) In the event of a difference of 7 or more marks, between the re-evaluation and original evaluation, the Chief Examiner shall require the concerned evaluators to justify in writing or by way of presentation to the Examination Committee.
- (e) In case the variation in the first re-evaluation is more than 30% of the marks initially secured by the student, the Committee shall cause the answer script to be evaluated by a third evaluator appointed by the Chief Examiner in consultation with the Director. Out of the three awards, the average of nearest two shall be the final award. In case the variation in marks is same, the average of higher two marks shall be awarded.
- (f) Because of the re-evaluation if a student secures more marks than the student entitled for gold medal then the person so aggrieved will also have the option to apply for re-evaluation as per the rules.
- (g) No application for further evaluation of the answer script by the student shall be permissible after one re-evaluation of the answer script.
- (h) There shall be no re-evaluation of 'continuous evaluation' including but not restricted to moot memorials, reports, dissertations, seminar papers and such other written works and science practical. The Examination Department shall notify the time period within which the student can apply for the effect of this regulation.

REGULATION 24
SPECIAL/REPEAT EXAMINATION

- (a) The main core of the syllabus for the special/repeat examination shall remain the same as applicable during the regular study of the student.
- (b) The Examination Committee shall prepare the schedule for repeat and special examinations and conduct the same with the approval of the Chief Examiner.
- (c) The repeat examination/evaluation in a subject shall be conducted only when the said subject is next scheduled to be offered in regular course.
- (d) There shall be no repeat examination of the practical papers.

- (e) The statement of marks shall record “Repeat Examination” or “Special Examination (Moot)” or “Special Examination (Medical/Bereavement)”, as the case may be, against the subject concerned. Marks will be shown only against those subjects/course papers in which the student appeared for the examination.
- (f) Special examination shall be conducted only for the students participating in the moot court competitions or for absence on account of medical reasons or in cases of bereavement as may be approved by the Examination Committee and the Chief Examiner.
- (g) Students failing to appear in the regular examination for any reason other than moot court competition or for bereavement, approved by the Examination Committee and the Chief Examiner shall be considered for the Repeat Examination.
The End Semester Examination (Regular/Special/Repeat) that will be missed by the student due to medical reason will be considered for Repeat Examination only.
- (h) Should a student fail to appear in the special/repeat examination for whatsoever reason, he shall be treated as ‘fail’ for that examination and shall have to appear for the subject again as and when the subject is next scheduled to be offered in the regular course only.

REGULATION 25

NON-APPEARANCE IN THE EXAMINATIONS

- (a) **Semester-End Examination**
 - (i) If a student, who is otherwise qualified for the semester-end examination, is unable to appear in the semester-end examination due to physical attendance in moot court competition, he may appear in a special examination. A positive recommendation of the Moot Court Committee Convener is required for all such cases.
 - (ii) If a student, who is otherwise qualified for the end-term examination, is unable to appear in the semester-end examination due to any reason(s) in consonance with Regulation 24(g), he shall be treated as fail in that paper and shall be eligible to appear in the repeat examination only when it is next scheduled to be offered in the regular course.

- (iii) No permission for a moot court or participation in any external event, leading to absence from the University, shall be given during the semester-end examination as well as five calendar days before the end-term examination, unless authorized by the Moot Court Committee Convener or any other Faculty Member, with the prior approval of the Chief Examiner and the Director.

(b) Continuous Evaluation

- (i) If the student fails to appear in any continuous evaluation for any reason, except for participation in a moot court or for any other reasons approved by the University, he shall be marked zero. No separate test or viva-voce shall be conducted nor will a project be given in these cases. In such cases, the marks of any test/project which were obtained by the student concerned shall be considered.
- (ii) If a student fails to appear in all the tests and also fails to submit the project, he shall be marked zero for the continuous evaluation.
- (iii) The students, who have been authorized for moot court participation, or given medical leave, or leave on grounds of bereavement, or any other grounds by the Head of the Academic Department and/or Moot Court Committee Convener and/or Chairperson shall be given a single extra chance for appearance in the continuous evaluation. The Examination Department in consultation with the Examination Committee and the subject teacher shall arrange for the continuous evaluation. If during such evaluation, a student fails to appear due to any reason, including medical or bereavement reasons, the marks obtained in other continuous evaluation shall only be considered and no further evaluation shall be conducted.
- (iv) Non-fulfillment of timeline obligation shall cause an automatic deduction of 10% marks per day for the first three days. In no case, a project report, paper, moot memorial and such other written works shall be accepted beyond three working days of the set timeline. Non-compliance with the timeline to appear for the viva-voce on a given date and time shall automatically result in cancellation of such viva-voce and the student concerned shall be marked zero, unless absence is due to life threatening illness/contagious disease or approved medical leave as mentioned in the Regulation 11(d).
- (v) Each subject teacher shall provide the scheme of continuous evaluation marking and schedule to the Examination Department at least ten working days before the commencement of the same.

REGULATION 26
ALLOCATION OF MARKS AND GRADES

- (a) The dissertation in the Post-graduate Programme shall be evaluated for 200 marks, 150 marks for the dissertation and 50 marks for the presentation and viva-voce.
- (b) Allocation of maximum marks in each subject:
- (i) Applicable to the students admitted from the Year 2013-14

Sr	Particulars	UG Programme		PG Programme
		Subject without practical	Subject with practical (like Science & Technology)	
i	Continuous Evaluation	50 marks	40 marks	30 marks
ii	End Term Examination (Theory)	50 marks	40 marks	70 marks
iii	End Term Examination(Practical)	-	20 marks	-
	Total	100 marks	100 marks	100 marks

- (ii) Applicable to the students admitted till the Year 2010:

Sr	Particulars	UG Programme		PG Programme
		Subject without practical	Subject with practical (like Science & Technology)	
i	Continuous Evaluation	40 marks	40 marks	40 marks
ii	End Semester Examination (Theory)	60 marks	40 marks	60 marks
iii	End Semester Examination(Practical)	-	20 marks	-
	Total	100 marks	100 marks	100 marks

- (iii) The marking scheme mentioned in the Regulation 26(b)(i) shall be applicable to the students admitted in the Under-Graduate Programme between the Year 2011 - 2013.
- (iv) The marking scheme mentioned in the Regulation 26(b)(ii) shall be applicable to the students admitted in the Post-Graduate Programme in the Year 2012.

- (c) The student shall secure a minimum of overall 40% of marks in a subject paper to clear the same in the UG Programme. For the students admitted in the PG Programme till the Year 2012 it shall be a minimum of overall 40% of marks in a subject paper and for those admitted from the Year 2013 it shall be a minimum of overall 50% of marks in a subject paper.
- (d) Grade Methodology
- (i) Applicable to the students admitted from the Year 2015:

UG Programme			
No.	Letter Grade	Percentage Range	Grade Point
i	O+	80% and above	8
ii	O	75% and above but below 80%	7.5
iii	A+	70% and above but below 75%	7
iv	A	65% and above but below 70%	6.5
v	B+	60% and above but below 65%	6
vi	B	55% and above but below 60%	5.5
vii	C+	50% and above but below 55%	5
viii	C	45% and above but below 50%	4.5
ix	D	40% and above but below 45%	4
x	F	Below 40%	0

PG Programme			
No.	Letter Grade	Percentage Range	Grade Point
i	O+	80% and above	8
ii	O	75% and above but below 80%	7.5
iii	A+	70% and above but below 75%	7
iv	A	65% and above but below 70%	6.5
v	B+	60% and above but below 65%	6
vi	B	55% and above but below 60%	5.5
vii	C	50% and above but below 55%	5
viii	F	Below 50%	0

- (ii) Applicable to the students admitted between the Year 2011 - 2014:

Sr	UG Programme	
	Grade	Percentage Range
i	O (Outstanding)	80% and above
ii	A (Distinction)	70% and above but below 80%
iii	B (Very Good)	60% and above but below 70%
iv	C (Good)	50% and above but below 60%

v	D (Satisfactory)	40% and above but below 50%
vi	F (Fail)	Below 40%

(iii) Applicable for students admitted till the Year 2010:

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

(iv) In the Post-Graduate Programme, the grading methodology for the students admitted in the Year 2012 shall be Regulation 26(d)(iii) and for those admitted from the Year 2013 it shall be Regulation 26(d)(i).

(e) The University shall not release any ranking list for any batch.

REGULATION 27
PROMOTION TO NEXT SEMESTER/ACADEMIC YEAR

(a) The University shall offer number of subjects as determined by the Academic Curriculum Committee, not less than one month, normally ahead of the beginning of the each academic year, and approved by the requisite statutory bodies.

(b) Under-Graduate Programme

(i) A student shall secure a minimum of D grade in at least eight subjects taught in one year to be eligible to be promoted to the next year. The student not promoted shall be provided with an option to either take the re-admission (students with attendance back) or reregister (students with academic back) himself for the failed subjects only.

(ii) A student admitted between the Year 2011-2014 shall secure a minimum of D grade in at least eight subjects and C grade for the students admitted till the Year 2010 in at least six subjects taught in one year to be eligible to be promoted to the next year. The student not promoted shall be provided with an option to either take the re-admission (students with attendance back) or re-register (students with academic back) himself for the failed subjects only.

- (iii) The University shall conduct one special/repeat examination of the subjects to enable a student with academic backlog to clear the required subjects. If the student fails to appear in this examination due to any reasons, he shall be marked zero and shall be eligible to appear only when it is next scheduled to be offered in the regular course.
- (iv) A student with attendance shortage shall not be eligible for special repeat examination and can appear in the examination only when it is next scheduled to be offered in the regular course. However, if a student faces detention or is likely to lose an academic year due to attendance backlog in not more than two papers of a semester, he shall be allowed to appear in the special repeat examination.
- (v) A student shall have to pass all the subjects to be promoted to the IV Year. No carry over is permitted to the IV year.
- (vi) When a student has obtained inadequate qualifying marks due to which he is unable to clear the backlog of papers, he/she may be given, after completion of detention of one academic year, a repeat examination of 100 marks, during the second and third year of detention as per the examination schedule. This regulation is applicable for the promotion of students from 3rd to 4th year only.
- (vii) The maximum period within which a student can complete the entire course shall be eight years from the date of first admission at the University.

(c) Post-Graduate Programme

- (i) A student shall secure a minimum of C grade in at least three subjects taught in one semester to be eligible to be promoted to the next semester. The student not promoted shall be provided with an option to either take the re-admission (students with attendance back) or re-register (students with academic back) himself for the failed subjects only.
- (ii) The University shall conduct one special/repeat examination of the subjects to enable a student with academic backlog to clear the required subjects. If the student fails to appear in this examination due to any reasons, he shall be marked zero and shall be eligible to appear only when it is next scheduled to be offered in regular course.
- (iii) A student with attendance shortage shall not be eligible for special repeat examination and can appear in the examination only when it is next scheduled to be offered in regular course. However, if a student faces

detention or is likely to lose an academic year due to attendance back in not more than one paper of a semester, he shall be allowed to appear in the special repeat examination.

- (iv) The maximum period within which a student can complete the entire course shall be two years from the date of first admission at the University. For the students admitted till the Year 2012 it shall be three years from the date of first admission at the University.

REGULATION 28

STUDENT EXCHANGE PROGRAMME

- (a) The student participating in the Student Exchange Programme (confined to IV and V Year students of UG Programme normally and the PG Programme) through the University shall obtain actual number of hours, credits obtained from the Host University or Institution, duly signed and certified by the Host University or Institution. The grades obtained at the foreign Universities under such programme shall be considered for being reflected in the continuous evaluation of a particular subject and the student shall appear for the End-Term examination of these subjects.
- (b) The credits or marks obtained and contact hours attended by the students, in courses other than under the University Student Exchange Programme, shall be considered for the purposes of mandatory attendance requirements of the University. Student seeking attendance waiver or exemption shall submit his case to the Examination Department, within 15 days of completion of such participation, for its consideration through the Head of the Academic Department, whose decision shall be final and binding.
- (c) To facilitate Student Exchange Programme with various Universities and Educational Institutions in India and abroad, the Memorandum of Understanding or such other document, between the University and the host University/Institution shall be approved by the Academic Curriculum Committee and the same shall be ratified by the statutory bodies of the University.

REGULATION 29
ALLOCATION OF CREDITS

- (a) The Academic Curriculum Committee shall decide the number of subjects, their syllabi and the number of credits to be assigned to each subject with the approval of the statutory bodies of the University.
- (b) Subject to the discretion of the Academic Curriculum Committee, the credit of the courses shall be at least four credits each. Explanation: Number of credits corresponds to the number of contact hours each week that a subject must be taught.
- (c) The University may decide to offer extra credit courses whenever possible in consultation with the Examination Committee and the Academic Curriculum Committee and the approval of the statutory bodies of the University.
- (d) The University may also decide to offer non-credit compulsory/optional courses, as it may deem fit in consultation with the Academic Curriculum Committee and the approval of the statutory bodies of the University.

REGULATION 30
AWARD OF ACADEMIC STAR

- (a) An Academic Star award shall be given to exceptionally bright graduating students with a maximum limit of two awards per batch. An Academic Star Student shall get reward of 50% of the entire paid tuition fees. The Director shall constitute a University Academic Star Committee comprising of the Head of the Academic Department, Head of the Research and Publications and Head of Extension and Training, Registrar and two teachers for selection of the student for the award in accordance with the Academic Directive.
- (b) **Eligibility Criteria:**
 - (i) Attendance: Average of 85% attendance in all the semesters.
 - (ii) Marks in subjects: 80% of marks or above (Outstanding grade) and should have cleared all subjects in the first attempt.
 - (iii) Research publications: Three research papers published in referred journal during the five year degree course.

- (iv) Book review: Review of at least two books of his choice and publish the same in refereed journal.
- (v) Moot Court Competition: Should have won/scored highest marks/any of the first three positions, in two moot court competitions.
- (vi) Events: Should have participated or involved in organization of various events of the University and his contribution shall be verified by the Convener of the event.
- (vii) Foreign/Sanskrit Language: Should have basic knowledge of any one of the following languages - Sanskrit, Arabic, Chinese, French, German, Japanese, Russian, Spanish, and Swahili. Knowledge level shall be determined by the concerned language teachers/ Schools/Institutions.
- (viii) Academic Support Programme (ASP): Involved in the Academic Support Programme during his tenure at the University and should have taken minimum 20 classes in 5 years.

REGULATION 31
AWARD OF DEGREES

- (a) A student shall be eligible for the award of B.A./B.Sc./B.Com./B.B.A./B.S.W. LL.B. (Hons.) Degree, as the case may be, only if he has successfully completed the number of subjects prescribed in the UG programme by obtaining a minimum of 'D' Grade as per the Regulation 26(d)(i). Transcript shall be provided only to those students who have successfully completed their four years of studies and paid all necessary fees.
- (b) A student admitted between the Year 2011 - 2014 shall be eligible for the award of B.A./B.Sc./ B.Com./B.B.A./B.S.W. LL.B. (Honours) Degree only if he has successfully completed the number of subjects prescribed in the UG programme by obtaining a minimum of 'D' Grade as per the Regulation 26(d)(ii) and 'C' grade for the students admitted till the Year 2010 as per the Regulation 26(d)(iii).
- (c) A student shall be eligible for the award of LL.M. Degree only if he has successfully completed the number of subjects prescribed in the PG programme by obtaining a minimum of 'C' Grade, as per the Regulation 26(d)(i). Transcript shall be provided only to those who have successfully completed their one year of study. This is applicable to the students admitted from the Year 2013.

- (d) A student admitted till the Year 2012 shall be eligible for the award of LL.M. Degree only if he has successfully completed the number of subjects prescribed in the PG programme by obtaining a minimum of 'C' Grade, as per the Regulation 26(d)(iii).

Note: The award of any degree in the Under-Graduate/Post-Graduate Programme shall be governed by this Regulation only and not any of the previous Regulations/Rules.

REGULATION 32
CHARGES FOR ACADEMIC DOCUMENTS AND
CERTIFICATES

- (a) The University shall provide academic documents and certificates upon written request by student (s) or their parent(s) or guardian(s) as appropriate against payment of document issuance charges. The charges shall be revised from time to time by the Registrar of the University in consultation with the Examination Committee and the Budget, Accounts and Finance Department.
- (b) The student shall pay necessary postage charges for all above documents as per actual costs plus nominal ` 50/- per document for logistic arrangements.
- (c) For loss/theft, a student shall submit a copy of the First Information Report from the local police station with an affidavit on non-judicial stamp paper of ` 20/- in court of law. The student shall also publish an advertisement in lost column in the newspaper of repute mentioning the city, where the degree certificate has been lost to prevent fraud or any malpractices with the documents.
- (d) The student shall submit written request indicating the precise required document. The student shall give reasonable notice period, not less than one working week, in any case, including the additional days for postage or courier services. The request shall be made to the Office of the Registrar or the Head of the Examination Department, as relevant, in writing, duly signed by him. Student can make request for the above documents, through email, and copy the request to their parents or guardian.
- (e) The request of a duplicate degree certificate shall be accomplished only during the convocation period.
- (f) The student shall adhere to official email identification given to him by the University in communicating all information and requests. University shall

reserve right not to entertain or consider any requests, if it is made by the use of another email ID, except as authorized on a case-by-case basis.

REGULATION 33

EXAMINATION RECORDS

- (a) The University shall preserve the examination related booklets, papers, project reports, moot memorials and other written works of individual students, for a maximum period of three years after the student's departure from the University (graduation or withdrawal). After three academic years, the documents and transactions in the student record shall be destroyed.
- (b) For special students (not earning a degree), the University shall retain only signed registration-related forms, for a period of three years.
- (c) The information stored in the Student Information System database shall be retained indefinitely.
- (d) Examinations records would include, but would not necessarily be limited to:
 - (i) marks, classes and/or overall result(s) awarded to individual candidate agreed by the Examiners relating to any written examination, practical assessment or any piece of work submitted for assessment;
 - (ii) interim, provisional or transitional marks allocated by individual Examiners and Assessors for those same pieces of work;
 - (iii) any comments (either written or recorded in some other format) made by individual Examiners or Assessors on any piece of work submitted for assessment-this includes comments and other information recorded on the examination scripts or other pieces of submitted work notes or remarks made about individual candidates in minutes of Examiners' meetings.

REGULATION 34
ENROLMENT AND PURSUIT OF STUDIES
SIMULTANEOUSLY WITH THE UNIVERSITY STUDY
PROGRAMS

The students enrolled for full-time study at the University may after seeking necessary approval pursue part-time or distant studies either from the University itself or from external University and institutions upon the understanding that students have to fulfill all obligations under the University regulations and rules.

REGULATION 35
GENERAL AND MISCELLANEOUS MATTERS
PERTAINING TO EXAMINATIONS

- (a) The student shall submit the fees of an academic year in the first fifteen working days of the commencement of the academic year. The student not submitting the same within the stipulated time period shall be subject to late fees for the next one week. No fees shall be accepted after the grace period of the late fee and the admission of the student to that academic year shall stand cancelled.
- (b) The student shall familiarize and comply with academic and examination rules, examination calendar, important dates and timelines, directives, procedures, information circulars and such other means of communication, academic integrity and honesty rules.

PART – III: INTERNSHIP

REGULATION 36
INTERNSHIP

The University shall facilitate in a planned transition from the University curriculum to a personal and professional setting enabling students to test the practical application of the theories of academic learning under the guidance and supervision of both a professional staff member and a University faculty advisor. The Internship Program shall be implemented in accordance with the Academic Directive on Internship.

PART – IV: MOOTS

REGULATION 37 MOOTS

The University shall promote actively, development of mooting skills, abilities and acumen in the students. The University shall promulgate detailed guidelines through the Academic Directive for the organization of and participation in moot court competitions in India and abroad. The mooting shall be implemented in accordance with the Academic Directive on Mooting.

PART – V: CODE OF CONDUCT FOR STUDENTS

REGULATION 38 GENERAL

The University provides Halls of Residence for young men and women students. Students shall observe and maintain proper discipline within the hostels. Student is expected to adhere to the general code of conduct within and outside the campus. Any instance of unseemly behaviour or conduct that is likely to tarnish the image or reputation of the University would be regarded as a breach of discipline.

- (a) **Committees for various Disciplinary Measures:** The University shall have the following committees to look into the matters as specified against them:
- (i) The Student Disciplinary Committee shall consider the report submitted by the Faculty or Warden as regards breach of proper discipline within the Academic Block, Hostel and University campus.
 - (ii) The Student Disciplinary Committee shall consider the matters for action against the student indulging in ragging etc.
 - (iii) The Examination Committee shall look into the report submitted by the Faculty for unfair means and malpractice detected during the examination and thereafter for taking proper disciplinary action against them. The Examination Committee shall inquire into all cases of errors, mistakes, negligence, improper conduct and malpractice of any kind reported or suspected to have taken place at any level in the conduct of the examination by paper-setter, moderator, supervisor, officer or employee of the University.

(b) **Procedure for taking the Disciplinary Measure**

- (i) On receipt of the report about an indiscipline, the appropriate Committee shall consider as to whether prima facie action is required to be taken against the erring student. The appropriate Committee shall issue the show cause notice to the erring student indicating alleged misconduct and/or alleged action and/or breach of discipline at the Examination Hall or Academic Block or Halls of Residence or University campus.
- (ii) The student(s) may be furnished with a copy of the report and the documents which are relied upon and are to be used against him and/or may direct him to take inspection of such student(s), if it is not possible to furnish a copy thereof.
- (iii) The show-cause notice shall also contain the proposed penalty that can be imposed against him, if the misconduct is established.
- (iv) The erring student shall furnish his explanation within the prescribed time and shall be given an opportunity of personal hearing before the appropriate Committee and the Committee shall on consideration of the evidence before it and after giving him reasonable opportunity to defend shall make recommendations as regards penalties to be meted out against such student.
- (v) The said report of the appropriate Committee containing brief reasons for arriving at the conclusion against the erring student(s), along with all the documents, which are part of the evidence, shall be furnished before the Director for the decision on the disciplinary measure against the erring student.

REGULATION 39
RULES OF GENERAL CONDUCT

- (a) The students are prohibited from parking and commuting with private vehicles inside the University campus. In case of emergency situations, the Campus Administration may relax the norm for a limited duration of time.
- (b) It shall be compulsory for the students to avail the mess facilities.
- (c) Use or possession of cooking appliances and other unauthorized electrical appliances/gadgets (like, electric iron, immersion rod, room heater, electric cooler, etc.) is prohibited. However, student(s) may use small electric kettle provided the electric kettle must not exceed 5 Amperes and 240 volts.

- (d) Plates/dishes from the Mess building shall not be taken to the rooms of the Halls of Residence without the permission of the Resident Warden(s). Permission may be granted under situations like illness, etc. provided satisfactory reasons must be made out in writing to the Resident Warden.
- (e) Every student is required to be within the premises of Halls of Residence between 2130 hours to 0600 hours next day and can leave with prior written permission only.
- (f) Under exceptional circumstances and for genuine reasons made out in writing, the Assistant Chief Warden may accord written permission for relaxation of appointed hours.
- (g) Student(s) are permitted to go on weekends and other University holidays for staying with their parent(s) or local guardian(s), upon production of a request or authorization by the concerned parent/local guardian. The Assistant Chief Warden shall satisfy the genuineness of such authorization.
- (h) Except authorized by the Registrar or his nominee as the case may be, a male or female person, including student(s), parent(s), is prohibited from entering the designated Halls of Residence for young men and women students.
- (i) Student(s) representing the University in various competitions (such as, moot courts, etc.) or other functions shall furnish a copy of permission from the relevant Committee and a written application mentioning the duration of their absence to the Assistant Chief Warden.
- (j) No student is permitted to entertain or accommodate an unauthorized person in his room.
- (k) Student shall respect the discipline and shall maintain calm atmosphere while celebrating a particular achievement. In case of complaint by any other student, the hosting student shall immediately do the needful to respect the other students' needs and request.
- (l) A student who is expelled/rusticated from the University shall automatically stand expelled from the Halls of Residence and shall leave the Hostel within 24 hours.
- (m) Playing music at high decibel volume or making noise in such a manner as to disturb the peace of the Halls of Residence is prohibited.

REGULATION 40
CODE OF CONDUCT FOR THE STUDENTS AT
UNIVERSITY PREMISES

- (a) No student shall argue, shout or have conversations in such a manner as to insult others.
- (b) No student shall loiter during the class hours.
- (c) No student shall smoke, eat or chew tobacco, consume liquor; sedatives/drugs, intoxicating substances, etc., in the University premises or behave in these premises in an indecent or offensive manner.
- (d) Student shall 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.
- (e) Student shall strictly follow the timings both of the University and Halls of Residence.
- (f) Student 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.
- (g) Student 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 University.
- (h) No student shall associate himself with any illegal or immoral activity whether inside or outside the University or Hostel premises.
- (i) 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.
- (j) No unauthorized alterations to the fittings, walls or flooring shall be permitted in the hostel rooms.

- (k) Student shall keep the mobile phones switched off within the premises of the academic blocks and library and are required to follow administrative advisories.
- (l) Students shall not leave the hostel premises after 2130 hours without the prior permission of the hostel officials and they shall manage their affairs in such a way that they return to the hostel premises before 2130 hours.
- (m) 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 and University regulations and guidelines issued from time to time.

**REGULATION 41
DRESS CODE**

- (a) 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. The students shall dress themselves in the most decent manner and shall maintain their self-respect and dignity.
- (b) No student shall dress himself in such a way that the person facing him feels embarrassed or uncomfortable to converse with him.
- (c) The student shall ensure that their dress does not carry any improper/obscene captions/ pictures/messages. No tights or shorts shall be permitted for young men and women students in the Administrative Block and Academic Block and any other specifically designated areas while the office works, events or classes are on-going.

**REGULATION 42
BREACH OF DISCIPLINE AND PROHIBITED ACTIVITIES
AND CONSEQUENCES**

- (a) The student shall be subjected to disciplinary action for the violation of the rules and decorum of the Halls of Residence.
- (b) In the event of any breach of the Code of Conduct prescribed in the above Regulations, or on receipt of any report regarding any misconduct of the student at the University Halls of Residence, any member of the Student Disciplinary Committee or Resident Warden may initiate disciplinary action

against the violator, in consultation with the Assistant Chief Warden. However, such action/s shall be subject to the approval of the Student Disciplinary Committee and shall be placed before the subsequent meeting of the requisite Council for its information and ratification as appropriate.

- (c) The students and their parent(s)/guardian(s) shall undertake to ensure fulfillment of all obligations flowing from these regulations on their own and on behalf of their son/daughter/ward in the beginning of the enrollment of the student in the University. For all other students, this undertaking shall be made on the first day of the new academic year.

<p>REGULATION 43</p> <p>LIST OF PROHIBITED ACTIVITIES AND FINE</p>
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(a) **Specific Activities and Fines**

No.	Offence	Remedial Measures including Fine
(i)	Violation of the rules of General Conduct as listed above.	All fines shall be paid within seven working days. A further penalty of 10% of the fine shall increase per day till seven further working days, thereafter, the student shall be suspended from the hostel premises and/or participation in academic classes for seven working days. The Character Certificate issued by the University to student shall mention the number and nature of violations of rules stipulated in this table. Student who has been subjected to any of the above disciplinary rules shall be prohibited from any financial assistance, scholarship, prizes and medals and if he is availing the same while the rule is being violated, it shall be suspended with immediate effect, however, without any adverse retroactive financial effects on student, unless the gravity of the matter so demands and approved by the requisite Councils. The University shall maintain a special record sheet in the personal files as well as student information system database of students which shall be updated as and when required.
(ii)	Young men students entering the Halls of Residence specially earmarked for young women students or vice-versa	1 st time: Suspension for one week. 2 nd time: Expulsion from the Halls of Residence.
(iii)	Entering the Halls of Residence after the prescribed hour without written permission	1 st time: Community service for 2 hours for continuous seven days or Fine of ₹ 1000 to be paid within seven working days. 2 nd time: Fine of ₹ 2,500 to be paid within seven working days and suspension from Halls of Residence for 3 days. 3 rd time: Fine of ₹ 2,500 and suspension from the Halls of Residence for seven academic days.

(iv)	Chewing Tobacco	<p>Possession or consumption of chewing tobacco in any form is prohibited. Student is prohibited from storing in any form tobacco in their rooms or belongings.</p> <p>1st time: Community service for 2 hours for continuous seven days or Fine of ₹ 2,500 to be paid within seven working days.</p> <p>2nd time: Fine of ₹ 2,500 to be paid within seven working days and suspension from Halls of Residence for 3 days and prohibition from participation in any activity sponsored or on behalf of the University for the ongoing semester.</p> <p>3rd time: Fine of ₹ 2,500 and suspension from the Halls of Residence for one academic week. No recommendation for participation in any activity sponsored or on behalf of the University for the next academic year.</p>
(v)	Smoking	<p>Smoking/Possession of smoking substances is strictly prohibited in the University Premises.</p> <p>1st time: Community service for 2 hours for continuous seven days or Immediate suspension for seven working days from the Halls of Residence and fine of ₹ 2,500 to be paid within seven working days.</p> <p>2nd time: Immediate suspension for 15 working days from the Halls of Residence and Participation in Academic Classes for seven academic days and prohibition from participation in any activity sponsored or on behalf of the University for the ongoing semester.</p> <p>3rd time: Suspension from the University for the entire semester and no recommendation for participation in any activity sponsored or on behalf of the University for the ongoing semester.</p> <p>Storage of smoking item(s) is also prohibited.</p> <p>Discovery of smoking item for the 1st time: ₹ 1,000 to be paid within seven working days.</p> <p>2nd time: ₹ 2,500 to be paid within seven working days and suspension from the Halls of Residence for seven working days.</p> <p>3rd time: Suspension from the Halls of Residence and participation in academic classes for 15 academic days no recommendation for participation in any activity sponsored or on behalf of the University for the next academic year.</p>
(vi)	Possession, Consumption, Storage, Carrying of intoxicating or prohibited substances.	<p>Immediate suspension pending inquiry and subsequent action as recommended by the Student Disciplinary Committee subject to the approval of the requisite Council, including applicable enforcement measures. A student, staying outside Gujarat, may be allowed to stay in the hostel, following the incident, for maximum 24 hours.</p>
(vii)	Unauthorized guests in the room.	<p>1st time: Community service for 2 hours for continuous seven days or ₹ 1,000 and the show-cause notice.</p> <p>2nd time: ₹ 2,500 and suspension from the Halls of Residence for seven working days.</p> <p>3rd time: Suspension from the Halls of Residence and participation in academic classes for 15 academic days.</p>
(viii)	Violating rules of staying out at night.	<p>1st time: Community service for 2 hours for continuous seven days or ₹ 500 per night and the show-cause notice.</p> <p>2nd time: ₹ 2,500 and suspension from the Halls of Residence for seven working days.</p> <p>3rd time: Suspension from the Halls of Residence and participation in</p>

		academic classes for 15 academic days.
(ix)	Change of rooms without permission.	1 st time: Community service for 2 hours for continuous seven days or ₹ 500 per night and the show cause notice. 2 nd time onwards: As determined by the Hostel Committee.
(x)	Keeping fans or lights on during absence.	Charging of excess electric bills to the occupants of the room concerned.
(xi)	Use of unauthorized electric appliances (such as electric heaters, electric iron, immersion rod, room heater, electric cooler, etc.).	1 st time: Community service for 2 hours for continuous three days or ₹ 250 to be paid within seven working days 2 nd time onwards: As determined by the Hostel Committee.
(xii)	Indulging in ragging or bullying others, regional parochialism, fighting, gangsterism or any other like activity.	Immediate suspension pending inquiry. Action as recommended by the Student Disciplinary Committee shall be taken subject to the approval of the requisite Council. A student, staying outside Gujarat, may be allowed to stay in the hostel, following the incident, for a maximum of 24 hours.
(xiii)	Damage caused to furniture and fixture.	Deduction of proportionate amount from the student's refundable security deposit. In case, if the wrongdoer is not identified or self-reports, the compensation cost shall be paid by the group of concerned students or all students, as the case may be and decided by the Student Disciplinary Committee in consultation with the Registrar/Director.
(xiv)	Using/Parking private motor vehicles within the University or in the vicinity of the Halls of Residence.	Community services for 2 hours for continuous seven days or Assistant Wardens are authorized to impose a fine of ₹ 250 which has to be paid within seven days. If the delinquent student still fails to pay the fine, then, the case shall be referred to the Student Disciplinary Committee to take any step as the Committee may deem appropriate which includes suspension from the Halls of Residence or any other measures as determined by the Committee.
(xv)	Disobedience or non-cooperation with the teachers, staff, hostel staff, service providers and others designated by the Hostel Administrator or Registrar	Community service for 2 hours for continuous seven days or Warden/s are authorized to impose a fine of ₹ 250 which has to be paid within seven days. If the delinquent student still fails to pay the fine, then, the case shall be referred to the Student Disciplinary Committee which may take any step as it may deem appropriate which includes suspension from the Halls of Residence or any other measures as determined by the Committee.
(xvi)	Taking plates/dishes in the Hostel rooms without permission.	1st time: Community service for 2 hours for continuous three days or fine of ₹ 250. 2nd time: ₹ 1,000 and suspension from the Halls of Residence for three academic days. 3rd time: ₹ 5,000 and suspension from the Halls of Residence and

		academic classes for seven academic days.
(xvii)	Breach of Dress Code.	1st time: Community service for 2 hours for continuous seven days or ₹ 250 and absence for two academic days. 2nd time: ₹ 1,000 and suspension from the Halls of Residence for three academic days. 3rd time: ₹ 5,000 and suspension from the Halls of Residence and academic classes for seven academic days.
(xviii)	Use of mobile phones in the Academic Block.	1st time: Community service for 2 hours for continuous seven days or fine of ₹ 1,000. 2nd time: Fine of ₹ 2,500 and confiscation and return of the same at the end of the on-going semester. 3rd time: Fine of ₹ 5,000 and confiscation and return of the same at the end of a full subsequent academic year.
(xix)	Any violation, other than the above, of the Hostel Rules.	Depending upon the gravity/seriousness of the case, Warden/s are authorized to take decision in such cases. However, this shall be subject to the final approval of the Student Disciplinary Committee.

- (b) Chewing of tobacco/Gutka and storing and consumption of alcohol, intoxicating or unauthorized substances are prohibited. Depending upon the gravity or frequency of violation, the University shall report the case to the appropriate law and order enforcement authorities of the State for taking actions under applicable laws and regulations (Gujarat Prohibition Act, 1949 and Notification concerning the Prohibition of Storage and Consumption of Gutka 2012). The University reserves the right to make alterations or additions to the Rules from time to time as it may deem appropriate. It shall be open to the Student Disciplinary Committee to take necessary measures touching the conduct of the students or to evolve redressal of grievance mechanisms.
- (c) **Community Service:** The Community service may consist of gardening work (watering plants, removing weeds, applying fertilizers, etc.), mess service (serving food, removing plates, cleaning tables, collecting waste, help in washing the dishes), cleaning premises (collection of waste, cleaning of common washrooms, etc.) and such other works as determined by the Faculty Warden. The community work shall be carried out between 1600 to 1900 hours only without any break in any of the required number of days and hours, from the first day following the incident. A certificate of community work mentioning the name of the student, nature of the disciplinary measures, time, days and location; actual nature of service shall be issued by the Assistant Warden which shall also be signed by the Faculty Warden and the student. A copy of the certificate shall be placed in the students' personal record file and Student Information System database. Any non-compliance or non-observance of the Community service norms shall be added into the next alternative reformative measures as mentioned in the above table. The Hostel Administration may notify special instructions from time to time. Any violation of these instructions is tantamount to violation of the University Hostel Regulations.

- (d) The admission to the Halls of Residence amounts to voluntary acceptance of these regulations as amended from time to time.
- (e) The above regulations are not exhaustive and any conduct which is unbecoming of a student of GNLU will attract appropriate disciplinary action as may be determined by the Student Disciplinary Committee.
- (f) The student can appeal to the Director on the measures imposed by the Student Disciplinary Committee. The decision taken by the Director on the recommendation by the Student Disciplinary Committee and thereafter on the appeal, if any from the student, shall be placed before the subsequent meeting of the requisite Council for its information and ratification as appropriate.

REGULATION 44
DISCIPLINARY MEASURES FOR PROHIBITED
ACTIVITIES AND CONDUCT DURING THE
EXAMINATION

- (a) The following unfair means and/ or malpractice(s) shall attract punitive measures as specified:

No.	Item	Measure
(i)	Any incitement/provocation or abetment of examination boycott or boycott.	Expulsion from the University for one year
(ii)	Smuggling of answer books in or out of the Examination Hall.	Expulsion from the University for one year
(iii)	Possession and use of unfair means, materials and/or gadgets and consulting notes, books or other material and consulting a person while outside the examination hall for authorized reasons.	Cancellation and prohibition from participation, as applicable, of all the end-term examination of the relevant semester of the candidate
(iv)	Adopting unfair means, such as possession of materials like anything written on any part of the question paper, or on clothing, or on any part of the body or carrying any object or gadget such as a compass box, a scale, tissue paper or handkerchief, etc. with depictions on it which could be used for committing a malpractice.	Cancellation of the end-term examination of that particular subject of the candidate
(v)	Misbehaviour, threats or use of abusive language against examination staff.	Expulsion from University for one year
(vi)	Destruction or attempted destruction of material being used for malpractice or refusal to hand over such material to the supervising staff.	Cancellation of all the end-term examination of the relevant semester of the candidate
(vii)	Talking to fellow examinee in the examination hall or unauthorized change of seat.	Cancellation of the end-term examination of that particular subject of the candidate
(viii)	Using obscene or abusive language in the answer book	Expulsion from the University

	and/or Impersonation.	
(ix)	Writing of any distinctive marks (name, swastika, opening prayer, proverbs, name/s of god/s etc., highlighting) on the answer script.	Cancellation of the end-term examination of that particular subject of the candidate
(x)	Submission of fake documents/wrong information for official records.	Expulsion from the University

- (a) Electronic gadget of any kind is strictly prohibited during examination hours except, ordinary calculator.
- (b) In an open book examination only that material which is approved by the Chief Examiner and provided by the examination department shall be used.
- (c) Any disciplinary measure(s), once imposed shall be communicated in writing to the student, parents and/or guardians of the candidate and the Committee for Recruitment Affairs. A copy of all correspondence from the University to student shall be placed in the personal file of the student and the records shall be updated accordingly.
- (d) A Student who is subjected to the above measures shall be considered ineligible and prohibited from representing the University in any co-curricular and extracurricular activities in the following one year at least.
- (e) A Student who is subjected to any of the above measures shall be considered ineligible and prohibited from consideration of recruitment and internship through the University, any medal, award and financial aid from the University.
- (f) Notwithstanding the above measures, the Director on the report of the Examination Committee may consider imposition of any other measures as it may deem appropriate.

REGULATION 45
COOPERATION WITH TEACHERS, EMPLOYEES,
SERVICE PROVIDERS AND VISITORS

- (a) The students shall comply with the official instructions given by the teacher and other officials while in University campus.
- (b) All the students shall ensure that they, their parent(s)/guardian(s) do not resort to unlawful practices or unauthorized ways to influence the teacher(s) and official(s) of the University.

- (c) Indiscipline and misconduct in classes or impolite behaviour with teacher(s), official(s), visitor(s) and service provider(s) is strictly prohibited. Student(s) are expected to behave with one another and with teacher(s), official(s), service provider(s), visitor(s) in a decent and respectful manner. Disrupting the classes by any means may lead to disciplinary action.
- (d) All the matters, issues and difficulties pertaining to their academics or stay at hostels shall be resolved in the office hours at the University itself and no student is permitted to visit the residences/other places to meet the teacher or official for any reason whatsoever except with prior permission and before the end of the reasonable hours of the day.
- (e) The students shall not involve themselves in regional parochialism, gangsterism, ragging or bullying others.
- (f) The students shall treat every-one with human dignity and tolerance.
- (g) The students shall express themselves in a polite and dignified manner towards staff, service provider(s), visitor(s) and other student(s).
- (h) The University shall observe zero tolerance and undertake necessary measures to deter and/or prevent, control and resolve unfair means of any kind resorted by student(s).
- (i) Words or deeds spoken, communicated in whichever forum or form contribute to the building or maintenance of the reputation of the teachers, officials, service providers and the University as a whole. Student(s) shall respect moral and ethical necessity for ensuring the code of conduct in the larger interests of their fellow student(s), alumni, future University student(s) and those who are directly or indirectly associated with the preservation and promotion of the University reputation at large.

REGULATION 46
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 Director may take any of the following measures and shall inform the subsequent meeting of the relevant statutory bodies for its information and ratification as appropriate;

- (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 University shall ensure that each case of non-compliance or violation of these regulations meets the principle of natural justice. The decision of the concerned Committees under the provisions of the Regulations shall be furnished before the Executive Council for the decision on the disciplinary measure against the erring student.



**PART – VI: SOCIAL, CULTURAL, SPORTS AND OTHER
EXTRA-CURRICULAR PROGRAMMES AND ACTIVITIES**

**REGULATION 47
SPORTS PROGRAMMES AND ACTIVITIES**

The University shall constitute a Sports Committee consisting of the Director, Registrar, Head of the Academic Department, Campus Administrator, Chief Warden, Physical Instructor, minimum two teachers, one representative of young men and women students from each of the Under-Graduate and Post-Graduate batches to develop health, personality development, fair play, social interaction, stress relief, sense of discipline, team spirit and leadership qualities through participation, organization of sports programs and activities, coaching camps and activities. The Committee shall have tenure of two academic years and the Committee shall select a member who shall work as the Convener and Secretary of the Committee.

**REGULATION 48
SPORTS AND GYMNASTIC PROGRAMMES, ACTIVITIES
AND FACILITIES**

The Sports Committee may draw the sports calendar of the University and be responsible to organize the events according to the calendar. It shall also propose planned expenditures in the regular budget of the University. The Committee shall prepare rules and guidelines for participation by students, teachers and officials in various sports activities. The University may provide facilities, including indoor and outdoor games, equipment, sports items. The University may provide adequate gymnastic facilities, equipment and coaching assistance separately for young men and women students. The Sports Committee shall be responsible for the overall planning, execution, management, reporting of the sports and gymnastic infrastructure, facilities, equipment, coaching support and any other ancillary matters related to promote the sporting culture among the students.

REGULATION 49
STUDENT'S CULTURAL, SOCIAL AND EXTRA-CURRICULAR PROGRAMS AND ACTIVITIES

The University shall constitute a Students Cultural and Social Activities Committee consisting of the Director, Registrar, Head of the Academic Department, Campus Administrator, Chief Warden, minimum two teachers, one representative of young men and women students from each of the Under-Graduate and Post-Graduate batches to contribute to promote the multicultural festivals and activities and to promote cultural and social integration among students and the University officials and local communities. The Committee shall have tenure of two years and the Committee shall select a member who shall work as the Convener and Secretary of the Committee.

REGULATION 50
CULTURAL AND SOCIAL PROGRAMMES, HOBBIES, ACTIVITIES, FACILITIES AND FUNDING

- (a) The Committee shall draw the cultural activities calendar of the University and be responsible to organize the events according to the calendar. It shall also propose planned expenditures in the regular budget of the University. The Committee shall prepare rules and guidelines for participation by students, teachers and officials in various sports activities. The University shall provide means and methods to promote creative hobbies of students. The University shall provide facilities, including furniture, music instruments and such other items as required to facilitate the aim of the cultural events. The Cultural and Social Programs Committee shall be responsible for the overall planning, execution, management, reporting of the cultural and social activities and programs and any other ancillary matters related to promote the social and cultural integration atmosphere.
- (b) The Director may, in consultation with concerned teaching or non-teaching staff, department and committee, decide and execute such measures as to promote and incentivize outstanding curricular and extra-curricular performance for the overall development of young men and women students, on the merit of each individual or collective case and inform such measures to the Academic Council, Finance Committee and the Executive Council, as appropriate on a regular basis. Such measures shall give no rise to any entitlement or precedent under whatever circumstances, however.

PART – VII: MISCELLANEOUS

REGULATION 51

OTHER GENERAL DISCIPLINE AND CODE OF CONDUCT MATTERS

- (a) **Use of Information Technology Resources and Services:** The University shall provide students with access to University's computer and network resources. The University prohibits use of its information technology resources and services for illegal or any prohibited activities. The University shall take measures as may be determined by the Student Disciplinary Committee for misuse of the resources. They shall also consult their assigned/ registered email address (for example, vijay04@gnlu.ac.in) which is used by the University for All Communications with students.
- (b) **Anonymous and Pseudonymous Communications:** The University shall have right to determine whether electronic communications are anonymous or pseudonymous by the particular context within which the communication occurs, and take measures to prevent and control violations of such regulations. The student shall not fraudulently misrepresent his or her identity in any context.
- (c) **Anonymous and Pseudonymous Communications Damaging the Reputation of the University and Personal and Professional Integrity of Employees:** Student shall refrain from undertaking any activity which may damage the reputation of the University or damage personal and professional integrity of teachers, officials, fellow students and service providers. The University shall impose such measures as are necessary for preventing, controlling and undoing the damage brought by a deliberate attempt of the student. Student shall familiarize himself and scrupulously observe provisions of acts enacted by authorized institutions and regulations which are applicable to him. Every officer and employee of the University is deemed to be a public servant within the meaning of section 21 of the Indian Penal Code, hence, all obligations that flow from this section shall be observed by students in letter and spirit.
- (d) **Hostel Matters:** 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. Student shall provide at least one telephone number and email ID, if available, of either his local guardian or parent/s at which University authorities may contact any of them for administrative/academic purposes.

- (e) **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.

REGULATION 52
STUDENTS' GRIEVANCES REDRESS COMMITTEE

Notwithstanding the above, the Director or his nominee in the larger interest of the peace, good order, safety and security of students, staff and service providers at large may issue directions which shall be fully observed by concerned persons. The Director shall establish a Student Grievances Redressal Committee consisting of Head of Academic Department and one teaching and one non-teaching staff for addressing all types of grievances of students on a regular basis.

REGULATION 53
PREVENTION AND CONTROL OF THE SEXUAL HARASSMENT MEASURES

The University shall establish a Committee to prevent, control and take all necessary measures, in accordance with the applicable regulations, rules and norms, against sexual harassment of any student, staff and service providers. The Committee shall consist of the Director as the Chairperson, Registrar, Head of Academic Department, a lady and gentleman hostel warden and one teaching and non-teaching staff.

PART VIII: REPEAL AND SAVINGS

REGULATION 54
REPEAL AND SAVINGS

- (a) The provisions of the Gujarat National Law University Regulations, 2009 and Examination Rules, 2011, in so far as they relate to the academic, mootings, internship, examination, hostel and other matters of the Gujarat National Law University are repealed.
- (b) Notwithstanding such repeal, any action taken or proceedings pending shall be deemed to have been taken or completed under these regulations.

**PART IX: REGULATIONS GOVERNING THE AWARD
OF THE DEGREE OF DOCTOR OF PHILOSOPHY
(PH.D.), 2016**

REGULATION 55

**Regulations Governing the Award of the Degree of Doctor of
Philosophy (Ph.D.), 2016**

1. Title and Commencement

- (1) These Regulations may be called the “Gujarat National Law University Regulations governing the Award of the degree of Doctor of Philosophy (Ph.D.), 2016”. These Regulations have been framed in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.PHIL. /PH.D Degrees) Regulations, 2016.
- (2) These Regulations shall come into force from the date of approval of the Academic Council of the University.

2. Definitions

Unless the context otherwise requires, the following words and expressions shall have the following meanings:

- (1) “Academic Council” means the Academic Council of the University.
- (2) “Candidate” means any person who satisfies the prescribed eligibility criteria as stated in Regulation 7 and who gets registered for the Ph.D. Degree Programme.
- (3) “Foreign Candidate”: (a) Candidate who holds a passport / citizenship of a country other than India. (b) Candidate who has an OCI/PIO card and also holds a passport of a country other than India.
- (4) “Co-Supervisor” means the recognised supervisor, who supervises the Ph.D. work of a candidate jointly with the Supervisor as stated in Regulation 6.
- (5) “Coursework” means the compulsory study to be undertaken by the candidate as prescribed by these Regulations.
- (6) “Degree” means the degree of Doctor of Philosophy (Ph.D.).
- (7) “Doctoral Committee” means the Committee constituted by the Director and approved by the Academic Council for the purpose of regulating the Ph.D. Programme.
- (8) “Examiners” means the panel of examiners selected by the Director and approved by the Academic Council for adjudicating/evaluating the Ph.D. thesis.

- (9) “Foreign Candidate” means any person who is a foreign national with a valid foreign passport, satisfying the prescribed eligibility criteria as stated in Regulation 7 and who gets registered for the Ph.D. Degree Programme with a valid research visa.
- (10) “Research Advisory Committee” means the Committee constituted by the Director for monitoring the progress of the research work.
- (11) “Supervisor” means the recognised Ph.D. guide as stated in Regulation 6.
- (12) “Teaching Fellowship Holder” means a teacher who has a minimum of five years of experience as a full-time teacher.
- (13) “University” means the Gujarat National Law University, Gandhinagar.

3. Ph.D. Degree Programme

The University shall offer Ph.D. Degree in the following areas:

- (1) Law
- (2) Law and other disciplines as recommended by the UGC

4. Composition and Functions of the Doctoral Committee

- (1) The Doctoral Committee (Ph.D.) shall consist of:
 - (a) The Director
 - (b) Minimum five members and maximum ten members designated by the Director for three years from amongst the Professors, Associate Professors, and Assistant Professors of the University having Ph.D. Degree. The Director shall be the Chairperson of the Doctoral Committee. In the absence of the Director, the senior-most Professor of Law of the University shall be the Chairperson.
- (2) The functions of the Doctoral Committee shall include:
 - (a) Preparing the list of recognised Supervisors and Co-supervisors.
 - (b) Conducting the pre-registration presentation.
 - (c) Approving the Supervisor and Co-supervisor, if required.
 - (d) Assessing the annual progress report of the registered candidates.
 - (e) Conducting the pre-thesis submission presentation.
 - (f) Preparing the panel of the examiners (national and international).
 - (g) Conducting Open Defence of the candidate.

5. Composition and Functions of the Research Advisory Committee

- (1) The Research Advisory Committee shall be constituted by the Director, and consist of:
 - (a) Supervisor as the Chairperson.

- (b) Two members with appropriate research experience in the relevant subject from within and/or outside the University.
- (c) Co-supervisor shall be a member of the Research Advisory Committee in case the research work is also being co-supervised.

This Committee shall have the following responsibilities:

- (a) To review the research proposal and finalize the topic of research:
- (b) To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
- (c) To periodically review and assist in the progress of the research work of the research scholar.
- (d) A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the Research Advisory Committee of the University Ph.D. Dept. with a copy to the research scholar.
- (e) In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend, with specific reasons for cancellation of the registration of the research scholar.

6. Eligibility of the Supervisor and the Co-Supervisor:

- (1) Full time Professor of the University, with at least five research publications in refereed journals and any regular Associate/Assistant Professor of the university who hold Ph.D. degree in the relevant subject and at least two research publications in refereed journals and have at least three years of teaching experience or with post-doctoral research shall be eligible to be appointed as Supervisor of the candidate of the Ph.D. programme.
- (2) The Co-supervisor, if required, shall ordinarily be a teacher holding Ph.D. degree in the relevant subject. He may not necessarily be a person in the service of the University, but if from outside the University, he/she should be a scholar with significant research experience.
- (3) The maximum number of registered candidates who can be supervised (including Co-supervision) by a Supervisor at any time shall be as follows:
 - (a) Professor: Eight
 - (b) Associate Professor: Six
 - (c) Assistant Professor: Four.

7. Eligibility, Admission and Enrollment for Ph.D. Programme:

(1) Eligibility:

Law:

- a. The candidate shall have a Master's Degree in Law from a recognised University with not less than 55% marks or its equivalent grade 'B' in the UGC 7- point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.
- b. The requirement of 55% marks or equivalent in the Master's Degree in Law is relaxed to 50% marks of its equivalent in the case of SC/ST candidates (non-creamy layer) and Persons with Disability.
- c. Candidates who have cleared the M.Phil. course work with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) and successfully completing the M.Phil. Degree shall be eligible.
- d. Candidates possessing a Degree considered equivalent to M.Phil. Degree of an Indian Institution, from a Foreign Educational Institution accredited by and Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions, shall be eligible for admission to Ph.D. programme.

Other relevant Disciplines:

- a. The candidate shall have obtained a Master's Degree in any discipline from a recognised University with not less than 55% marks or its equivalent, provided that candidate with qualifications in social sciences, science & technology and commerce & management may be admitted to the Ph.D. programme if the research the candidate wishes to pursue interfaces with the discipline of law and policy.

Or

The candidate shall have passed the Company Secretary Examination conducted by the Institute of Company Secretaries of India and awarded the Associate Membership of the Institute (ACS), provided the research the candidate wishes to pursue interfaces with the discipline of law and policy.

Or

The candidate shall have passed the final examination of the Institute of Chartered Accountants of India, New Delhi, provided the research the candidate wishes to pursue interfaces with the discipline of law and policy.

- b. The requirement of 55% marks or its equivalent in the Master's Degree is relaxed to 50% marks or equivalent in the case of SC/ST candidates (non-creamy layer) and Persons with Disability.
- c. A candidate pursuing Ph.D. in other discipline, not having a bachelor degree in Law, shall undergo a foundation course in Law for the duration of a semester.

Eligibility for admission and other requirements for foreign candidates:

- a. A foreign student, who is interested to enroll from outside India from reputed University/Institutions may be allowed to be registered for Ph.D. in Gujarat National Law University subject to fulfilling the following conditions:
- b. He/She should have obtained a Master's Degree in law of any recognized University securing not less than 55% marks or its equivalent OR
- c. He/She should have obtained any discipline degree in law and Mater Degree in recognized University with not less than 55% marks or its equivalent provided that candidates with qualifications in any discipline may be admitted to the programme if the research they wish to pursue interface with the discipline of law with a special focus on Public Policy or Law.
- d. The Director will be competent to allow registration of such students on case to case basis on the recommendations of Doctoral Committee.
- e. He/She will be exempted from appearing in the Entrance test subject to the condition that he/she fulfills the other minimum eligibility conditions.
- f. Synopsis presentation may be through Skype.
- g. Course work one semester should be residential.
- h. Progress report to be submitted bi-annually by the candidate in consultation with the co-supervisor from the host University to the GNLU Ph.D. Section through the supervisor.

- i. Evaluation: review and presentation of draft thesis as per the GNLU Regulations.
- j. Defense: The student will be required to visit Gujarat National Law University for Viva Voce to defend his/her thesis as per the University Regulations.
- k. The Ph.D. degree certificate shall be awarded minus the certification of UGC 2016 Regulations.

(2) Admission Procedure

- (a) The admission to the Ph.D. programme shall be through an entrance test. The applications for the entrance test shall be invited annually at the beginning of the academic year.
- (b) The University will notify well in advance in the institutional website and through advertisement in at least two (2) national newspapers, of which at least one (1) shall be in the regional language, the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, procedure for admission, all other relevant information for the benefit of the candidates;
- (c) The University shall adhere to the National level reservation policy.
- (d) Candidates who have qualified UGC JRF/NET/SLET or have passed M.Phil. programme or have held teaching fellowship are exempted from taking the entrance test.
- (e) An Entrance Test shall be qualifying with qualifying marks as 50%. The syllabus of the Entrance Test shall consist of 50% of research methodology and 50% shall be subject specific.
- (f) The entrance test shall consist of two papers as prescribed below:
 - i. Paper I: Research Methodology: 100 marks
[Research Methodology: MCQs and descriptive questions (20+40) 60 marks; teaching aptitude: 20 marks (MCQs); English language: 20 marks (MCQs)].
 - ii. Paper II:

For Law: Constitutional law, jurisprudence, international law, criminal law, commercial law, environmental law, intellectual property law.

For other relevant disciplines: It shall be based on the fundamentals of the subject in which the candidate has obtained his Master's Degree.

- (g) The candidates successful in the entrance test and the candidates exempted from taking the entrance test shall be required to make an oral presentation, on the basis of written submission, before the doctoral committee on the date specified by the University. The

candidates are required to discuss their research interest/area through this presentation. The Doctoral Committee shall also consider the following aspects, viz. whether:

- the candidate possesses the competence for the proposed research;
 - the research work can be suitably undertaken at the Institution/College;
 - the proposed area of research can contribute to new/additional knowledge.
- (h) Provisional Registration: Selected candidates shall apply in the prescribed form for the Provisional Registration as doctoral candidate after payment of requisite fees to the University.
- (i) Foreign Candidate may also be exempted from the entrance test.
- (j) The University shall maintain the list of all the M.Phil. / Ph.D. registered students on its website on year-wise basis. The list shall include the name of registered candidate, topic of his/her research, name of his/her supervisor/co-supervisor, date of enrolment/registration.

(3) Duration of the Programme:

- i) The minimum and maximum duration permissible for the completion of Ph.D. Programme from the date of registration shall be as under:
- (1) Full Time: Minimum Two Years and Maximum Four Years.
 - (2) Part Time: Minimum Three Years and Maximum Five Years.
- ii) The date of commencement of Ph.D. programme shall be the date of the provisional registration of the candidate.
- iii) The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240 days.

(4) Coursework:

- (a) Medium of instruction of the Ph.D. programme shall be English. After having been admitted, each provisionally registered candidate shall be required to undertake coursework for a period of one semester. The credit assigned to the Ph.D. Coursework shall be of 16 credits.
- (b) The Course work shall be treated as pre-Ph.D. preparation and shall include:
- I Advanced Research Methodology (100 marks) and

II Review of literature in the area of research (100 marks)

- (c) After 16 weeks of coursework, the University shall conduct a written assessment test for Advanced Research Methodology paper. The Doctoral Committee shall assess the review of literature in the area of research.
- (d) Upon satisfactory completion of coursework, the candidate shall undertake research work under the supervision of Supervisor / Co-supervisor and produce a draft thesis within a reasonable time, as stipulated by the University.
- (e) A Ph.D. scholar has to obtain a minimum of 55% of marks in the course work in order to be eligible to continue in the programme and submit the thesis.
- (f) Candidates who are unsuccessful in the coursework shall be permitted to re-appear for assessment within one year from the date of announcement of the results. Provisional registration of a candidate who fails in the assessment of coursework in two attempts shall stand cancelled.
- (g) Candidates already holding M. Phil. Degree and admitted to the Ph.D. programme, or those who have already completed the course work in M.Phil. and have been permitted to proceed to the Ph.D. in integrated course, may be exempted by the Department from the Ph.D. course work.
- (h) Application for final registration with prescribed fees shall be submitted to the University within one month from the date of informing the candidate about the successful completion of coursework. Further, the candidate shall also submit five copies of the final synopsis and a soft copy of the same through the Supervisor and Co-supervisor, if any, within one month after successful completion of the coursework.

8. Allocation of Supervisors and Co-Supervisors

- (a) The allocation of Supervisor and Co-supervisor for the candidate shall be approved by the Doctoral Committee depending on the number of candidate(s) per Supervisor, the available specialisation among the faculty Supervisors, and the research interest of the candidate, as indicated during the presentation by the candidate.
- (b) Supervisor/Co-supervisor who attains superannuation or resigns shall sign an undertaking that he shall have the responsibility of continuing to supervise the candidates who were registered under him before getting relieved from the University.
- (c) In case of relocation of a Ph.D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit

and the research work does not pertain to the project secured by the parent institution / supervisor from any funding agency. The scholar will however give due credit to the parent guide and the institution for the part of research already done.

9. Progress of Work:

- (a) After the final registration, a candidate is required to submit bi-annually the following to the University:
 1. Progress Report of the Research Work
 2. Prescribed fees
 3. Recommendation of the Supervisor (Co-Supervisor, if any) regarding progress of research.
- (b) The annual progress report shall be placed before the Doctoral Committee. The Doctoral Committee shall assess the progress report and send its comments.
- (c) Failure to submit two consecutive annual progress reports and prescribed fees by the candidate shall entail cancellation of his registration.
- (d) The candidate shall publish at least one research paper, as sole author, based on his research work in a refereed journal in order to be eligible to submit the final thesis. He shall produce evidence for the same in the form of the re-print or acceptance letter.

10. Submission of Thesis and Evaluation

(1) Pre-thesis Submission Stage

- (a) The candidate is eligible to submit his thesis only after completing two years (full time) or three years (part time), as the case may be, of research work.
 - (i) Before submission of the thesis, the candidate shall submit a draft thesis which shall be sent to a subject expert (reviewer) for reviewing.
 - (ii) The candidate shall submit ten copies of the draft synopsis of Ph.D. thesis.
 - (iii) For other relevant disciplines, the draft thesis shall be sent to a primary subject expert and a secondary subject expert.
 - (iv) The subject expert shall be selected by the Chairman of the Doctoral Committee from the list of experts submitted by the Supervisor.

- (v) The Chairman of the Doctoral Committee shall arrange to organise the pre-thesis submission presentation before the Doctoral Committee and the faculty members of the University.
- (vi) The Doctoral Committee shall advise and offer suggestions to the candidate for the finalisation of his thesis.
- (vii) The decision of the reviewer and the Doctoral Committee shall be communicated to the candidate.
- (viii) If the Doctoral Committee is not satisfied with the pre-thesis submission presentation of a candidate, it may ask the candidate to reappear for the presentation after a gap of three months.
- (ix) The advice and suggestions offered by the reviewer and the Doctoral Committee shall be incorporated by the candidate, subject to the satisfaction of Supervisor.

(2) Submission of Ph.D. Thesis

- (a) After the successful completion of pre-thesis submission stage, the candidate shall submit an electronic version of the final thesis in pdf format.
- (b) The candidate shall submit six copies of his final thesis along with equal number of final synopsis.
- (c) A certificate duly signed by the Supervisor and Co-supervisor, if any, indicating his supervision of the candidate and bonafide character of the work, along with a declaration by the candidate about the originality of his work and that it has not been previously submitted by the candidate either for the award of any degree or diploma to this or any other university, shall be enclosed along with the thesis.
- (d) If any candidate fails to submit his thesis within four or five years, as the case may be, he, through his Supervisor, may apply to the University for extension of his registration. The Doctoral Committee may grant extension for a maximum period of one year on remittance of requisite annual fees.
- (e) If a candidate fails to submit the thesis even after five (4+1) or seven (6+1) years, as the case may be, his Ph.D. registration shall stand cancelled.

(3) Evaluation of the Ph.D. Thesis:

- (a) The thesis shall be evaluated by three external examiners, of which two shall be from India and one from abroad selected by the Director from the panel of examiners shortlisted by the Doctoral Committee.
- (b) For research in other relevant disciplines, subject to clause (a) above, the thesis shall be evaluated by relevant subject experts (two from primary subject area and one from secondary subject area).
- (c) Evaluation Reports:

- i. The external examiner shall send the evaluation report, both hard copy and scanned image by electronic communication, to the University in the prescribed proforma duly signed within a period of three months.
- (d) Decision about evaluation:
 - i. For the award of Ph.D. degree, there shall be recommendation by at least two external examiners that the thesis be accepted for the award of Ph.D. degree. Pursuant to the recommendations sent by the external examiners, the University shall conduct Open Defence.
 - ii. If any two external examiners reject the thesis outright, the University shall notify the rejection of the thesis to the candidate, and registration of the candidate shall stand cancelled.
 - iii. If any two of the examiners recommend the award of the degree with revisions, they shall be complied with by the candidate. The revised thesis shall be submitted to the University along with the prescribed fees.
- (e) Open Defence:
 - i. After receipt of positive reports from the external examiners, Open Defence shall be conducted by the University in the presence of the members of the Doctoral Committee, External Examiner(s), Supervisor, and members of the faculty, research scholars and students.
 - ii. If the candidate does not complete the Open Defence successfully, the Doctoral Committee may allow an additional opportunity on an application and the payment of prescribed fees to the University.
 - iii. The University shall develop appropriate methods so as to complete the entire process of evaluation of Ph.D. thesis within a period of six months from the date of submission of the thesis.
- (f) Ph.D. Notification:
 - i. The notification of Ph.D. declaration shall be issued by the Registrar, after the successful completion of Open Defence, on the Official Letter Head.

11. Award of the Degree:

- (i) The Ph.D. Degree shall be awarded after successful completion of the requirements as prescribed in these Regulations at the time of annual convocation.
- (ii) Prior to the actual award of the degree, the degree-awarding Institution shall issue a provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of these UGC Regulations, 2016.
- (g) Depository with the UGC:

- (i) Following the successful completion of the evaluation process and notification of the award of Ph.D. Degree, the University shall submit the soft copy of the Ph.D. thesis to the UGC within a period of thirty days, for hosting the same in INFLIBNET, accessible to all institutions/ universities.
- h) Change in Title:
 - (i) Minor change in Title of research may be allowed by the Doctoral Committee on the recommendation of the Research Advisory Committee. However, such change is permissible only once before pre-thesis submission stage.
- i) Change of Supervisor/Co-supervisor:
 - i. Ordinarily, change of Supervisor/Co-Supervisor is not permissible. It may, however, be permitted under exceptional circumstances such as, death/disability/other medical condition of the Supervisor/Co-supervisor.
 - ii. Further, in case of any dispute between the Supervisor/Co-supervisor and the candidate, the University shall refer the matter to the Doctoral Committee for its final decision. Should the Doctoral Committee permit the change of Supervisor/Co-supervisor, the request be made at least six months prior to the date of pre-thesis submission.

12. Miscellaneous:

- i. Ph.D. thesis submitted to the University shall be subjected to plagiarism scrutiny/software. In this regard, the decision of the University shall be final.
- ii. Proforma/formats for the purposes of these Regulations shall be provided by the University.
- iii. Candidates admitted prior to the implementation of these Regulations shall be governed by the Regulations under which they were admitted.
- iv. These Regulations shall repeal the previous Regulations, save as (iii) above.



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.

REGULATION 1

NAME OF THE REGULATION

- (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

DEFINITION OF THE TERMS USED IN THE REGULATION

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
MEETING 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) One 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 one 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	<ul style="list-style-type: none"> (1) Master degree in Library Science (MLISc)/Information Science with at least 55% of the marks of equivalent grading. (2) A Ph.D. degree in above discipline and/or allied discipline with a consistently good academic record. (3) 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 of as College Librarian.

	<p>(4) Evidence of innovative library service and organization of published work and ICT modernization of library.</p> <p>(5) Evidence of published work with a minimum of 10 books and/or publications in indexed/ISBN/ ISSN numbered journals and/or ISBN/ISSN numbered books.</p> <p>(6) A satisfactory score as stipulated in the Academic Performance Indicator system developed by UGC.</p>
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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) **Special post allowance**
- (a) Staff members shall be expected to assume temporarily, as a normal part of their customary work and without extra compensation, the duties and responsibilities of higher level posts.
 - (b) A staff member who is called upon to assume the full duties and responsibilities of a post at a level clearly recognisable as higher than his or her own for a temporary period exceeding three months may, in exceptional cases, be granted a special post allowance from the beginning of the fourth month of service at the higher level, which allowance shall not be taken into account in calculating the contributable remuneration for purposes of the Provident Fund.

REGULATION 15

MODE OF APPOINTMENT TO ACADEMIC POSTS

The University shall conduct recruitment of teaching and non-teaching staff against permanent posts through fresh advertisement and in conformity with the regulations and norms prescribed by the University Grants Commission and the Government of Gujarat for teaching and non-teaching staff respectively. All such appointments shall be approved by the Executive Council.

- (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.

Faculty Seminar –

Assistant Professors:

1. Candidates possessing requisite qualifications as prescribed by the University Grants Commission shall be called for faculty seminar.
2. Candidate shall make presentation before a Seminar Panel consisting of Professors, Associate Professors, PhD candidates and the Academic Council. The Seminar Panel, based on subject knowledge, communication/language, inter-personal skills, class-room command and research ideas criteria, shall, upon examining the presentation, recommend or reject candidates for the personal interview.
3. No internal candidates, except Associate Professors and Professors, shall observe the candidates in the Seminar.
4. Candidates recommended by the Seminal Panel shall be interviewed by the Selection Committee. The marks given by the Selection Committee shall **only** be considered for final recommendation to the Executive Council.

Associate Professors and Professors:

1. Candidates possessing requisite qualifications as prescribed by the University Grants Commission shall be called for the faculty seminar.
2. Candidate shall make presentation before a Seminar Panel consisting of the Academic Council and the Selection Committee. The Seminar Panel, based on subject knowledge, communication/language, inter-personal skills, class-room command and research ideas criteria, shall, upon examining the presentation, recommend or reject candidates for the personal interview.
3. Candidates recommended by the Seminal Panel shall be interviewed by the Selection Committee. The marks given by the Selection Committee shall **only** be considered for final recommendation 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) REPEALED
- (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) **REPEALED**

- (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.
- (8) Classification of Posts: The Director shall prepare and submit to the Executive Council for its consideration and approval, proposals for the classification of posts according to the nature of the duties and responsibilities required.
- (9) Appointment:
 - (a) Upon approval by the Executive Council, the power of appointment of staff rests with the Director. Upon appointment each staff member shall receive a letter of appointment and signed by the Registrar or by an official in the name of the Registrar.
 - (b) Letter of Appointment: The letter of appointment granted to every staff member contains expressly or by reference all the terms and conditions of employment. All contractual entitlements of staff members are strictly limited to those contained expressly or by reference in their letter of appointment.
- (10) Effective Date of Appointment: The appointment of every staff member shall take effect from the date on which the staff member starts to perform his or her duties.
- (11) Family Relationships:
 - (a) Except where another person equally well qualified cannot be recruited, appointment shall not be granted to a person who is the father, mother, son, daughter, brother or sister of a staff member.
 - (b) The spouse of a staff member may be appointed provided that he or she is fully qualified for the post for which he or she is being considered and that the spouse is not given any preference by virtue of the relationship to the staff member.
 - (c) A staff member who bears to another staff member any of the relationships specified in (a) and (b) above:
 - (i) shall not be assigned to serve in a post which is superior or subordinate in the line of authority to the staff member to whom he or she is related;
 - (ii) shall disqualify himself or herself from participating in the process of reaching or reviewing an administrative decision affecting the recruitment, status or entitlements of the staff member to whom he or she is related.

- (d) The marriage of one staff member to another shall not affect the contractual status of either staff member but their entitlements and other benefits shall be modified as provided in the Regulations.
- (12) Appointments: Staff members may be granted short-term appointment or permanent appointment.
- (a) Short-term Appointment
- (i) A short-term appointment may be granted where the total period of service is expected to be less than one year.
- (ii) A short-term appointment does not carry any expectation of renewal of appointment or of conversion to any other type of appointment.
- (ii) Short-term appointments shall be granted on the terms and conditions as determined by the Executive Council.
- (b) Permanent Appointment
- The Executive Council shall appoint a Teaching (or Non-Teaching) staff member on permanent basis, against an established permanent post through fresh advertisement, as and when the post falls vacant, in accordance with the prevailing University Grants Commission (or the Government of Gujarat) norms and procedure, as prevalent at the time of appointment.

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, whenever it may deem necessary.
- (3) **Medical report:** All offers of fixed-term appointments shall be made subject to a satisfactory report from the University designated or the Government of Gujarat designated medical officer. The report will be based on the results of a medical examination conducted by the University designated or the Government of Gujarat designated medical officer. Should the result of the examination be unfavourable, the Director may cancel the offer of appointment or amend its terms.

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, but in no case the total period of probation shall exceed twenty-four months. 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.
 - a. It shall be the duty of the Registrar to place before the Executive Council the case of confirmation of a Teaching/Non-Teaching staff on probation not later than thirty days before the end of the period of probation. 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/she has satisfactorily completed probation.
 - b. The Executive Council may either confirm the Teaching/Non-Teaching staff from the date of his/her joining duty, or decide not to confirm

him/her, or extend the probation for a further period not exceeding twelve months. In case the Executive Council decides not to confirm the Teaching/Non-Teaching staff, whether before the end of the twelve months period of his/her probation, or before the end of the extended period of probation, as the case may be, he/she shall be informed in writing to that effect, not later than thirty days before the expiration of that period.

- c. 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.
- (2) 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.
- (3) 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 SUPERANNUATION

1. The Director, every Teaching and non-Teaching staff in the service of the University shall superannuate from service as prescribed by the University Grants Commission and the Government of Gujarat respectively from time to time. The Executive Council may reemploy the Teaching and Non-Teaching staff on contract appointment beyond the age of superannuation depending upon the needs and effective functioning of the University and in accordance with the UGC and Government of Gujarat regulations respectively.
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. Non-Teaching staff in the service of the University shall superannuate from service on the afternoon on the last date of the month in which he/she attains the age of superannuation.
5. 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**

**REGULATION 23
CONDITIONS OF SERVICE**

- (1) The grade of pay of the 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. The Faculty members serving as wardens and residing in students' hostel shall be entitled to a rent free accommodation and an honorarium of 3,000/- 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 Ph.D./M.Phil 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 compiles 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 15600-39100 to the Pay Band of 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.

(10) Salary advances:

- (a) Salary advances may be made to staff members:
 - (i) upon departure for extended official travel or for approved leave involving absence from duty for a minimum period of 17 days including one pay day, in the amount that would fall due for payment during the anticipated period of absence;
 - (ii) in cases where staff members do not receive their regular salary payment through no fault of their own, in the amount due;
 - (iii) upon separation from service, where final settlement of pay accounts cannot be made at the time of departure, subject to the advance not exceeding 80 per cent of the estimated final net payments due;

- (iv) in cases where new staff members arrive without sufficient funds, in such amount as the Director may deem appropriate.
 - (b) The Director may, in exceptional and compelling circumstances, and if the request of the staff member is supported by a detailed justification in writing, authorise an advance for any reason other than those enumerated above.
 - (c) Salary advances other than those referred to in subparagraphs (a)(i), (ii) and (iii) above shall be liquidated at a constant rate as determined at the time the advance is authorised, in consecutive pay periods, commencing not later than the period following that in which the advance is made.
- (11) **Retroactivity of Payments:** A staff member who has not been receiving an allowance, grant or other payment to which he or she is entitled shall not receive retroactively such allowance, grant or payment unless the staff member has made a written claim:
- (a) in the case of the cancellation or modification of the Regulations governing eligibility, within three months following the date of such cancellation or modification;
 - (b) in every other case, within one year following the date on which the staff member would have been entitled to the initial payment.
- (12) **Hours of Work:**
- (a) The Director shall determine in an Administrative Directive the normal working hours within a normal working week of 40 hours as well as any exceptions thereto required by the needs of the service.
 - (b) A staff member shall be required to work beyond the normal tour of duty whenever required to do so on the terms and conditions to be determined by the Director in an Administrative Directive.
 - (c) Administrative staff members who are to work in excess of the normal working hours shall be given compensatory time off or, when this is not possible or additional payments are more cost efficient, may receive additional payments on terms and conditions to be determined by the Director in an Administrative Directive.
- (13) **Official Holidays:** The Director shall promulgate a list of official holidays annually keeping in view the national and other public holidays.
- (14) Staff members shall conduct themselves at all times in a manner befitting their status as the University employees. They shall not engage in any activity that is incompatible with the proper discharge of their duties with the University.

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 department 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.

(7) **Expiration of Appointments**

- (a) All appointments shall expire automatically and without prior notice on the expiration date specified in the letter of appointment.
- (b) Separation as a result of the expiration of an appointment shall not be regarded as a termination within the meaning of these Regulations.

The Director shall establish appropriate medical standards which staff shall be required to meet before appointment.

(8) **Resignation**

- (a) A resignation, within the meaning of the Staff Regulations and Rules, is a separation initiated by a staff member.
- (b) Unless otherwise specified in their letters of appointment, 60 days' written notice of resignation shall be given by staff members having a fixed-term appointment and 30 working days' written notice of resignation by those having short-term appointments. The Director may, however, accept resignations on shorter notice. No staff member shall leave the University during the ongoing academic semester. A resigning staff member shall undertake that he/she will fully complete all academic, administrative assignments undertaken by him/her before leaving, without any financial liability on the part of the University.
- (c) The Director may require the resignation to be submitted by the staff member in person in order to be acceptable.
- (d) If the Director terminates an appointment, the staff member shall be given such notice and such indemnity payment as may be applicable under these Regulations. Payments of termination indemnity shall be made by the Director in accordance with the rates and conditions established by the Government of India or the UGC, as appropriate.

REGULATION 25
TERMINATION

- (1) Every Teaching and Non-Teaching Staff shall be subjected to an annual performance review and maintenance of conduct and discipline. Teaching staff shall be subject to Performance Management Appraisal System which includes

the University Grants Commission based Academic Performance Index while the Non-Teaching Staff shall be subject to the Performance Management Appraisal System adopted by the University. A Teaching or Non-Teaching Staff who fails to achieve at least overall grading of good for two consecutive years shall be liable for discharge *simpliciter*. A staff who fails to achieve overall grading of at least good for the first time shall be liable to discharge sheet. The Annual Performance Review received by the Director shall be communicated along with the discharge sheet, to the concerned staff member. It may be open to the concerned staff to submit his representation before the Inquiry Committee. After considering the representation of the concerned staff and the report of the Inquiry Committee, the Executive Council may pass appropriate orders having regard to the facts and circumstances of the case which may be communicated to the concerned staff. Here, there shall no right to Appeal with the concerned staff against the decision of the Executive Council.

- (2) A Teaching or Non-Teaching Staff upon failing to achieve the overall grading of at least good in the second consecutive year shall be liable to discharged *simpliciter*. The Annual Performance Review received by the Director shall be communicated to the concerned staff member. A show-cause notice shall be issued to the concerned staff member and after receiving his explanation and/or reply and complying with the requirements of principle of natural justice, a finding is required to be recorded by the Inquiry Committee. It may be open to the concerned staff to submit his representation before the Executive Council. After considering the representation of the concerned staff and the report of the Inquiry Committee, the Executive Council may pass appropriate orders having regard to the facts and circumstances of the case which may include upto discharge *simpliciter*.

Any staff aggrieved by any action of the Executive Council can, within a period of 30 days after the receipt of the order, prefer Memorandum of Petition in the nature of Appeal before the Appeals Committee comprising of three members of the General Council, who shall not be members of the Executive Council, as constituted by the Visitor. The said committee shall be competent to pass such orders as are required having regard to the facts and circumstances of the case. The decision of the Appeals Committee shall be final and binding on the concerned staff member. Arrangements shall be made for the hearing by the Appeals Committee of appeals by staff members against the administrative decisions. Such discharge *simpliciter* is for non-performance and is in no way to be considered as a punishment.

- (3) An employee for reason of health, if is incapacitated for further retention in service shall not be entitled for the salary of the non-rendered service period. However, if able to recover, shall be considered for service.

- (4) A staff member may be terminated for 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, with two months' notice period.
- (5) **Termination indemnity:** The Director shall establish a scheme for the payment of termination indemnity for approval of the Executive Council. Detailed conditions relating to eligibility and requisite evidence shall be determined by the Director.
- (6) **Restitution of Advance Annual and Sick Leave:** Upon separation, a staff member who has taken advance annual or sick leave beyond that which he or she has subsequently accrued shall make restitution for such advance leave by means of a cash refund or an offset against moneys due to the staff member from the University, equivalent to the remuneration received, including allowances and other payments, in respect of the advance leave period. The Director may waive this requirement if in the opinion of the Director there are exceptional or compelling reasons for so doing.
- (7) **Last day for pay purposes**
 - (a) When a staff member is separated from service, the date on which entitlement to salary, allowances and benefits shall cease (i.e., the last day for pay purposes) shall be determined according to the following provisions:
 - i. upon resignation, the last day for pay purposes shall be either the date of expiration of the notice period or such other date as accepted by the Director. Staff members will be expected to perform their duties during the notice period, except when the resignation takes effect upon the completion of maternity leave or following sick or special leave;
 - ii. upon expiration of a fixed-term appointment, the last day for pay purposes date shall be the date specified in the letter of appointment;
 - iii. upon termination, the last day for pay purposes shall be the date provided in the notice of termination;
 - iv. in case of summary dismissal, the last day for pay purposes shall be the date of dismissal;
 - v. in case of death, the last day for pay purposes shall be the date of death, unless there is a surviving spouse or dependent child. In this event, the last day for pay purposes shall be extended beyond the date of death by one month for each completed year of service, with a minimum of three months.
 - vi. payment related to the period of extension beyond the date of death may be made in a lump sum as soon as the pay accounts and related

matters can be closed. Such payment shall be made only to the surviving spouse and dependent children.

- (b) When a staff member is exercising an entitlement to return travel, the last day for pay purposes shall be the date established under subparagraphs (a)(i), (ii), or (iii) above or the estimated date of arrival at the place of entitlement, whichever is later. The estimated date of arrival shall be determined on the basis of the time it would take to travel without interruption by an approved route and mode of direct travel from Gandhinagar to the place of entitlement, the travel commencing no later than the day following the date established under paragraph (a).
- (8) **Certification of service:** Any staff member who so requests shall, on leaving the service of the University, be given a statement relating to the nature of his or her duties and the length of service. On the staff member's written request, the statement shall also refer to the quality of his or her work and his or her official conduct.

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.

- (3) **Repealed**
- (4) **Incompatible activities:** Staff members shall always seek prior approval of the Director or other officer duly authorized by him or her 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.
- (5) **Outside activities**
- (a) Staff members shall not engage in any continuous or recurring outside occupation or employment without the prior approval of the Director.
 - (b) Staff members shall exercise the utmost discretion in regard to all matters of official business of the University. They shall not communicate even after termination of their functions to any person, organisation or other entity any information known to them by reason of their official position which has not been made public, except by authorisation of the Director in the performance of their duties. They shall not at any time use such information to private advantage and they shall not at any time publish anything based thereon except with the written approval of the Director.
 - (c) Staff members of the University shall not disclose even after termination of their functions to any unauthorised person, organisation or other entity any confidential information coming to their knowledge in the performance of their official duties. They shall also not communicate to any external natural or judicial person outside the University any information, to which they have access in connection with their activities.
 - (d) Staff members may exercise the right to vote but shall not engage in any political activity which is inconsistent with, or might reflect upon, the independence and impartiality required by their status as University employees.

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
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- (1) A full-time academic staff of the University who has completed seven years of service, in total, as Professor, Associate Professor, and 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.

Annual Leave

**REGULATION 42 to 50
PROVIDENT FUND
REPEALED**

**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,
 - (d) the amount of death cum retirement gratuity payable to him under this regulation shall lapse to the University.
- (4) 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 $1/4$ 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 ₹ 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. Travel shall be authorized in writing before it is undertaken. In exceptional cases, staff members may be authorized to travel on oral orders, but such oral authorization shall require written confirmation. A staff member shall be personally responsible for ascertaining that he or she has the proper authorization before commencing travel.

**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
REPEALED**

**REGULATION 56
CONDUCT AND DISCIPLINE (REDRESSAL OF
GRIEVANCES)**

- (1) Every employee of the University shall at all times –
 - (a) maintain absolute integrity;
 - (b) maintain devotion to duty, and
 - (c) 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)

(4)

(a) No employee of the University shall be inflicted any of the above mentioned punishments unless he has been given by the Inquiry Committee constituted by the Director, 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.

(c) Even in cases covered by Regulation 25, no employee of the University shall be discharged *simpliciter* unless he has been given an opportunity of tendering his explanation against the action of discharge *simpliciter* and such proposed action against him has been approved by the Executive Council.

(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.

- (9) **Discriminatory Conduct:** The Director shall take all appropriate measures to ensure that within the University no discrimination or other inappropriate conduct based on grounds such as age, race, religion, gender, disability, sexual orientation, language and national or social origin will be tolerated. The Director shall take disciplinary action against any staff member demonstrating unsatisfactory conduct in this regard.
- (10) **Supply of information:** A staff member who is arrested, charged with an offence other than a minor traffic violation, or summoned before a court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for any offence other than a minor traffic violation shall immediately report the fact to the Director.

(11) DISCIPLINARY MEASURES AND PROCEDURES

The Director shall establish an administrative body which will advise him or her in disciplinary cases.

Joint Disciplinary Committee: An Inquiry Committee shall be established and shall be available to advise the Director in disciplinary matters.

Composition of the Joint Disciplinary Committee

- (a) The Joint Disciplinary Committee shall be composed of:
- (i) a chairperson, designated by the Director after consultation with the Staff Council;
 - (ii) one member appointed by the Director;
 - (iii) one member nominated by the Staff Council.
- (b) An alternate for each person in paragraph (a) shall be selected at any time in the same manner as indicated in that paragraph.
- (c) The chairperson and members of the Committee shall be appointed or elected for two years, shall be eligible for reappointment or re-election, and shall remain in office until their successors are appointed or elected, as long as they are staff members.
- (d) The chairperson may be removed from the Joint Disciplinary Committee by the Director after consultation with the Staff Council. The members appointed by the Director may be removed by him. The members elected by the staff may be recalled by a majority vote of the staff, taken at the initiative of the Staff Council.

- (e) The Director may, at the request of either party, disqualify the chairperson or any member from consideration of a specific case if, in the opinion of the Director, the action is warranted by the relation of that Committee-member to the staff member whose case is to be considered or by any possible conflict of interest. The Director may also excuse any member from consideration of a specific case at that member's request. A person so disqualified or excused will be replaced by an alternate referred to in paragraph (b) above.

Joint Disciplinary Committee procedure

- (a) In considering a case, the Joint Disciplinary Committee shall act with maximum dispatch and shall make every effort to provide its advice to the Director within two weeks after the case has been submitted to it.
- (b) Proceedings before the Joint Disciplinary Committee shall normally be limited to the original written presentation of the case, together with brief statements and rebuttals, which may be made orally or in writing, but without delay. If the Committee considers that it requires the testimony of the staff member concerned or of other witnesses, it may, at its sole discretion, obtain such testimony by written deposition, by personal appearance before the Committee, before one of its members or before another staff member acting as a special master, or by telephone or other means of communication.
- (c) The Joint Disciplinary Committee shall adopt its own rules of procedure which shall be consistent with these Regulations and with any applicable administrative instructions, as well as with the requirements of due process.
- (d) The Joint Disciplinary Committee shall permit a staff member to arrange to have his or her case presented before it by any other staff member or former staff member of the University.

The Director may impose disciplinary measures on staff whose conduct is unsatisfactory.

Unsatisfactory Conduct

Failure by a staff member to comply with his or her obligations under these Regulations, the Financial Regulations, or an Administrative Directive may amount to unsatisfactory conduct. The Director may impose such disciplinary measures as are in the Director's opinion appropriate on staff members whose conduct is unsatisfactory.

Disciplinary Measures

- (a) Disciplinary measures under these Regulations may take one or more of the following forms:
 - (i) written censure by the Director;

- (ii) withholding of increment;
 - (iii) withholding of promotion;
 - (iv) suspension without pay;
 - (v) demotion;
 - (vi) Dismissal from service;
 - (vii) termination of appointment, with or without notice or compensation.
- (b) The following measures shall not be considered to be disciplinary measures, within the meaning of this Rule:
- (i) reprimand, written or oral, by a supervisory official;
 - (ii) recovery of moneys owed to the University;
 - (iii) suspension pursuant to the Staff Regulations.

Due process

- (a) No disciplinary proceedings may be instituted against a staff member unless he or she has been notified of the allegations against him or her, as well as of the right to seek the assistance in his or her defence of another staff member or former staff member of the University, and has been given a reasonable opportunity to respond to those allegations.
- (b) No staff member shall be subject to disciplinary measures until the matter has been referred to the Inquiry Committee for advice as to what measures, if any, are appropriate, except that no such advice shall be required:
- (i) if referral to the Inquiry Committee is waived by mutual agreement of the staff member concerned and the Director;
 - (ii) in respect of summary dismissal imposed by the Director in cases where the seriousness of the misconduct warrants immediate separation from service.

The Director may summarily dismiss staff for serious misconduct. In such cases no termination indemnity shall be payable.

Summary dismissal for serious misconduct

- (a) A serious breach, as determined by the Director, will be considered serious misconduct.
- (b) Summary dismissal of a staff member for serious misconduct does not prejudice such staff member's right to due process.
- (c) In cases of summary dismissal imposed without prior submission of the case to an Inquiry Committee, the staff member or former staff member concerned may, within 30 days of having received written notification of the measure, request that the measure be reviewed by the Inquiry Committee. A request

shall not have the effect of suspending the measure. After the advice of the Committee has been received, the Director shall decide as soon as possible what action to take in respect thereof.

Suspension during investigation and disciplinary proceedings

- (a) If the Director considers that there is prima facie evidence of a serious misconduct by a staff member, the Director may suspend the staff member from duty, pending investigation. Such suspension shall be for a period which should normally not exceed three months and shall be with pay unless, in exceptional circumstances, the Director decides that suspension without pay is appropriate. Suspension pending investigation shall not be considered a disciplinary measure and shall be without prejudice to the rights of the staff member if the evidence of serious misconduct is not sustained.
- (b) If a staff member, following investigation, is not summarily dismissed, he or she shall be paid for any period of suspension without pay as if he or she had not been suspended. In the event of summary dismissal, the dismissal may be made effective from the date of suspension; in that case no entitlements shall accrue during the period of suspension without pay.
- (c) A staff member suspended pursuant to paragraph (a) shall be given a written statement of the reason for the suspension and its probable duration.

(12) OATH OR DECLARATION BY STAFF

Staff members shall subscribe to the following oath or declaration

"I solemnly swear (undertake, affirm, promise) to exercise in all loyalty, discretion and conscience the functions entrusted to me as an employee of the Gujarat National Law University to discharge these functions and regulate my conduct with the interests of the University only in view, and not to seek or accept instructions in regard to the performance of my duties from any authority external to the University."

The oath or declaration shall be made orally by the Director upon assuming the charge of the Office before the Visitor or his authorized representative or in writing. All staff members of the University shall make the oath or declaration before the Director or his authorized representative or in writing.

REGULATION 57 STAFF RELATIONS

- (a) The Director shall establish and maintain continuous contacts and communication with staff in order to ensure their effective participation in identifying, examining and resolving issues relating to conditions of

work.

- (b) A staff representative body shall be established and shall be entitled to initiate proposals to the Director for the purpose set forth in paragraph (a) above. It shall be organized in such a way as to afford equitable representation to all staff.
- (c) The Director shall establish joint staff/management machinery to advise him regarding personnel policies and general questions of staff welfare and to make to him such proposals as it may desire for amendment of the Regulations.

**REGULATION 58
STAFF COUNCIL**

- (a) A staff representative body (hereinafter the “Staff Council”) elected by the staff members shall be established for the purpose of ensuring continuous contact between the staff members and the Director.
- (b) The Staff Council shall be composed in such a way as to afford equitable representation to all levels of staff.
- (c) Election of the Staff Council shall take place once every three years under regulations drawn up by the Staff Council and agreed to by the Director. Each staff member on a fixed-term appointment may participate in such elections and shall be eligible for election.
- (d) The Staff Council shall be consulted on questions relating to conditions of work and shall be entitled to make proposals to the Director on behalf of the staff on such questions.
- (e) Except for instruction to meet emergency situations, general administrative instructions or directives on questions within the scope of paragraph (d) above shall be transmitted in advance to the Staff Council for its consideration and comments.

**REGULATION 59
JOINT ADVISORY BOARD**

- (a) A "Joint Advisory Board" shall be established.
- (b) The Joint Advisory Board shall advise the Director on:
 - (i) the University’s personnel policies;
 - (ii) general questions of staff administration and welfare; and

- (iii) amendment of the Staff matters related Regulations and Administrative Directives.
- (c) The Joint Advisory Board shall be composed of two members designated by the Director and two members designated by the Staff Council.
- (d) The Joint Advisory Board shall determine its own rules of procedure and shall elect its own chairperson and alternate chairperson.
- (e) The agenda of the Joint Advisory Board shall consist of items requested by the Director or by the Staff Council.

**REGULATION 60
PROMOTION**

Every Teaching and Non-Teaching Staff shall be subjected to an annual performance review, conduct and discipline. Teaching staff shall be subject to the Performance Management Appraisal System which includes the University Grants Commission based Academic Performance Index while the Non-Teaching Staff shall be subject to the Performance Management Appraisal System adopted by the University. A Teaching or Non-Teaching Staff who achieves at least overall of very good performance grading for two consecutive years only shall be considered for promotion through the career advancement scheme in accordance with the University Grants Commission and the Government of Gujarat respectively.

**REGULATION 61
FINANCIAL RESPONSIBILITY**

Any staff member may be required to reimburse the University either partially or in full for any financial loss suffered by the University as a result of the staff member's negligence or of his or her having violated any regulation, rule or administrative directive.

**REGULATION 62
PROPRIETARY RIGHTS**

All rights, including title, copyright and patent rights, in any work performed by a staff member as part of his or her official duties shall be vested in the University.

REGULATION 63
LIABILITY INSURANCE

Staff members who own or drive motor vehicles shall carry public liability and property damage insurance in an amount adequate to insure them against claims arising from injury or death to other persons or from damage to the property of others caused by their motor vehicles.

The present Staff Regulations may be supplemented or amended by the Executive Council, without prejudice to the existing contracts of staff members.

The Director may make Interim Regulations to ensure smooth and effective functioning of the University, subject to ratification by the Executive Council at the next session after the date on which the interim staff regulation(s) is promulgated by the Director.

REGULATION 64
AMENDMENT OF, AND EXCEPTIONS TO, STAFF RULES

- (a) Exceptions to these Regulations may be made by the Director, provided that such exceptions are not inconsistent with any Staff Regulation or other decision of the General Council or of the Executive Council and provided further that it is agreed to by the staff member directly affected and is, in the opinion of the Director not prejudicial to the interests of any other staff member or group of staff members.

REGULATION 65
EFFECTIVE DATE OF STAFF RULES

Except as otherwise indicated, these Staff Rules shall enter into full force from the date of adoption of the same by the Executive Council without prejudice to the ratification of the General Council.

Annex

LETTERS OF APPOINTMENT

- (a) The letter of appointment shall state:
- (i) that the appointment is subject to the provisions of these Regulations and to changes that may be made thereto from time to time;
 - (ii) the nature of the appointment;

- (iii) the date at which the staff member is required to enter upon duty;
 - (iv) the period of appointment, the notice required to terminate it and period of probation, if any;
 - (v) the category, level, commencing rate of salary and, if increments are allowable, the scale of increments, and the maximum attainable;
 - (vi) any special conditions that may be applicable.
- (b) A copy of these Regulations shall be transmitted to a staff member with the letter of appointment. In accepting appointment the staff member shall state that he or she has been made acquainted with and accepts the conditions laid down in the Regulations.





**SECTION – IV
FINANCIAL REGULATIONS AND RULES**

Gujarat National Law University

**ADMINISTRATIVE AND STAFF REGULATIONS AND RULES OF
THE GUJARAT NATIONAL LAW UNIVERSITY**

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.

Gujarat National Law University

ARTICLE 1 APPLICABILITY

- (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.

Rule 1.1.01 AUTHORITY AND APPLICABILITY

These Rules are issued by the Director to implement, as appropriate, the Financial Regulations. They shall govern, together with the Financial Regulations, Directives and any other instructions as may be issued by or on behalf of the Director, the financial administration of the GNLU, except as may otherwise be provided by the Executive Council.

Rule 1.1.02 AUTHORITY OF THE PRINCIPAL FINANCIAL OFFICER

The Registrar shall be the Principal Financial Officer of the GNLU. In accordance with Financial Regulation 14.2, the Director may delegate to the Principal Financial Officer such authority as he considers necessary for the efficient and effective implementation of the Financial Regulations, Rules and Directives.

ARTICLE 2 DEFINITIONS

Regulation 2.1

The GNLU financial period shall be the 1 April to 31 March every year.

Regulation 2.2

For the purpose of these Regulations and any Financial Rules and Directives issued hereunder, the definitions set out below shall apply.

Appropriations shall mean the aggregate of the expenditure authorisations approved by the Executive Council for the regular budget of the GNLU for a financial period against which obligations may be incurred for the purposes specified by the Executive Council.

Budget Appropriations Resolution shall mean the resolution of the Executive Council in which appropriations for a programme and budget are approved.

Budget Chapter shall mean either: that part of the budget relating to academic, administrative, executive and other costs;

Budget Programme shall mean a subsidiary of the budget chapter which represents a group of activities having a common objective in the programme and budget.

Budget Section shall mean a subsidiary of the budget programme, grouping together activities with common detailed objectives in the programme and budget.

Cash Surplus shall mean the excess of cash receipts over cash disbursements for a given financial period.

Commitment shall mean entering into a contractual agreement involving a liability against the resources of future years, for which expenditure authority has not yet been given by the Executive Council.

Executive Council shall mean the body established pursuant to Article 17 of the GNLU Act.

Contributions shall mean those amounts generated from tuition and other fees to finance the cost of the GNLU's activities for a given financial period.

Contingency Margin shall mean that portion of the budget appropriations for which the Director shall not authorise expenditures until it is determined that the contributions actually received are adequate to meet the full needs of the appropriations in a given financial period.

Disbursement shall mean an amount actually paid.

Ex Gratia Payment shall mean a payment for which there is no legal liability but where the underlying circumstances indicate that payment is justifiable.

Expenditure shall mean the sum of disbursements and unliquidated obligations.

Finance Committee means the Committee established under Article 28 of the GNLU Act.

Funds shall mean an independent accounting entity established pursuant to these Regulations for a specified purpose.

Obligation shall mean entering into a contractual agreement or other transaction involving a liability against which authority has been given.

Object of Expenditure shall mean a component of expenditure comprising, amongst other things, the following: salaries; common staff costs; overtime; contractual services; consultants' costs; temporary assistance; general operating expenses; furniture, fixtures, library resources, transportation, conferences and seminars, and laboratory supplies.

Programme and Budget shall mean that document which sets out the GNLU's activities, objectives, and aims - together with the resource requirements - for a defined financial period.

Regular Budget Fund shall mean that fund established in accordance with Article 38 of the GNLU Act to finance the GNLU's academic, research, extension, training, administrative and other costs from the financial contributions of tuition and other fees, research and consultancy services, government, individual and other contributions.

Rule 2.2.01

INTERPRETATION OF THE FINANCIAL RULES

Short-Term Investments are investments for a period not exceeding 12 months.

Special Fund shall mean a fund established for a particular project, programme or activity which shall be financed in a manner as recommended by the Executive Council and subsequently approved by the Executive Council

Trust Fund shall mean a fund for monies administered by the GNLU on behalf of, and for activities specified by, a donor of voluntary contributions, such as gold medal and research funds.

Transfer shall mean an increase in a budget chapter, a budget programme or a budget section within a budget programme offset by decreasing by the same total amount another budget chapter, budget programme or budget section within a budget programme.

Unforeseen and Extraordinary Expenditure shall mean the entering into a contractual agreement involving a liability not covered by existing appropriations, but in relation to which expenditure authority has been given to the Director to cover an unusual event.

Unliquidated Obligation shall mean that part of an obligation which has not been disbursed.

Working Capital Fund shall mean a fund designed to meet short-term liquidity problems during a given financial period.

In case of a doubt as to the interpretation of any of the Financial Rules, the Director shall rule thereon and shall notify the Executive Council of the interpretation applied.

Rule 2.2.02

GLOSSARY OF DEFINITIONS

Additional definitions relevant to the understanding of these Financial Rules are set out below.

An Approving Officer shall mean a staff member of the Accounts, Budget and Finance Branch (but not for the Principal Financial Officer) designated by the Director as being responsible for examining proposed obligations before these are established in the accounting records to ensure the following: that obligations have been authorised by the appropriate Certifying Officer; that vouchers and other documents passed by Certifying Officers for payment are properly supported by evidence that goods or services have been received in accordance with the contractual agreement establishing the obligation; that the documents comprise duly certified original vouchers; that payment has not previously been made, and that the supporting documents do not have irregularities which might indicate that the

payment is not properly due. The Approving Officer can never be a Certifying Officer.

A Certifying Officer shall mean a staff member designated by the Director as being responsible for examining all obligations proposed by Heads of Department to ensure that appropriate funds are available and have been allotted, and that the proposed expenditure is consistent with the purpose for which the relevant appropriation was intended. The Principal Financial Officer shall have authority to act as Certifying Officer for obligations under all allotments.

A Head of Department shall mean a staff member designated by the Director as being responsible for the delivery of one or more specific programme activities as are required under the GNLU Act and as set out in the approved Programme and Budget.

The Principal Financial Officer shall mean the Registrar as being responsible for the oversight of the GNLU financial resources, including the implementation of the GNLU Financial Regulations and Rules and Directives, and the promulgation of such additional guidance as may be necessary on financial management matters.

Treasury officer shall mean a staff member of the Accounts, Budget and Finance Division designated by the Principal Finance Officer as being responsible for the proper management and custody of the GNLU cash assets, including investments. The Treasury Officer may never be the Principal Financial Officer.

Imprest Fund shall mean a fund or account established in a fixed amount and maintained at the level by periodic replenishments (normally monthly) of the sums disbursed.

Officials shall mean the Director and all members of the staff of the GNLU.

ARTICLE 3 PROGRAMME AND BUDGET

Regulation 3.1

The Director shall prepare a draft programme and budget (hereafter "the budget") for each financial period.

Regulation 3.2

The draft budget shall cover income and expenditure for the financial period to which such income and expenditure relate.

Rule 3.2.01

PREPARATION OF THE DRAFT BUDGET

The draft budget, both for expenditures and income, shall be prepared on a gross basis. Expenditures relating to salaries shall be prepared net of taxes.

Regulation 3.3

The budget shall comprise two separate chapters, one relating to academic and other costs, and one relating to administrative costs. Each chapter shall be divided into programmes, and, as appropriate, each programme shall be divided into sections. The budget shall include any information annexes and explanatory statements requested by, or on behalf of, the Finance Committee or the Executive Council. It shall also include such further information as the Director may deem necessary and useful. As a minimum, the budget shall contain:

- (a) an overview and introduction, describing:
 - the objectives identified for the work to be financed by the budget;
 - the basic assumptions having budgetary implications;
 - the detailed assumptions having budgetary implications; and
 - overall budgetary growth proposed (real and nominal) together with a brief explanatory statement;
- (b) a breakdown of each budget chapter by programme, providing for each programme:
 - an overview statement;
 - a statement of responsibilities;
 - a statement of objectives;
 - the proposed activities to be performed, listed in order of priority and divided by section, where appropriate, with a brief description;
 - the appropriations required, by section and by main object of expenditure; and
 - comparison between the budgets of the current and previous financial periods;
- (c) supporting tables, as appropriate, for the budget as a whole and for each chapter, programme and section, showing:
 - organisation charts;
 - post requirements;
 - resource requirements;
 - resource requirements by main object of expenditure; and
 - budgetary growth proposed (real and nominal); and

Rule 3.3.01

TASKS OF THE HEADS OF DEPARTMENT

Heads of Department shall prepare the respective draft budget proposals, that is, the programme content and resource allocation, for the following financial period at such times and in such detail as the Director may prescribe in a Financial Directive and in accordance with the Financial Regulations and Rules. The budget proposals shall be detailed by chapter, programme and section and by object of expenditure within each programme and section.

Rule 3.3.02

CONTENT AND RESOURCE ALLOCATION

After review of the draft budget proposals, the Director shall decide on the final programme content and resource allocation of the draft budget to be submitted to the Finance Committee for consideration and approval by the Executive Council.

Regulation 3.4

The Director shall submit the draft budget for the ensuing financial period to the Finance Committee. The submission of the draft budget to the Finance Committee shall take place at least eight weeks prior to the date fixed for the meeting of the Executive Council at which the draft budget is to be considered.

Regulation 3.5

The Director may, in exceptional cases, submit supplementary budgetary proposals to the Finance Committee. Such supplementary budgetary proposals shall be prepared in a format consistent with that used for the budget.

Rule 3.5.01

SUPPLEMENTARY BUDGETARY PROPOSALS

Heads of Department shall, where necessary, prepare supplementary budgetary proposals in such detail as the Director may prescribe. Such supplementary proposals shall be prepared in a format consistent with that used for the budget.

Regulation 3.6

The Finance Committee shall:

- (a) consider and recommend for adoption by the Executive Council at its regular meeting the programme and budget of the GNLU, submitted by the Director;
- (b) decide on the tuition and other fees to be paid by students; and

The Executive Council shall adopt appropriations for the financial period to which they relate.

Regulation 3.7

The draft budget submitted to the Finance Committee shall be accompanied by corresponding preliminary estimates for the following financial period providing a financial ceiling for that financial period.

Rule 3.7.01

BASIS FOR PREPARING THE PRELIMINARY ESTIMATES

The preliminary estimates for the following financial period shall be submitted at the same time as the draft budget. These estimates shall include proposed allocations by department, section and object of expenditure, to the extent possible.

Regulation 3.8

The draft budget and preliminary estimates submitted to the Finance Committee shall be accompanied by a medium-term plan. Such a plan would give an overview of the aims and programme priorities of the next few years, to be adjusted annually as necessary. The medium-term plan should not prejudice coming budgets. It should also be a concise document.

Article 4

AUTHORITY TO INCUR EXPENDITURE

Regulation 4.1

The appropriations approved by the Executive Council under Regulation 3.6 shall constitute an authorisation for the Director to incur obligations and make payments for the purposes for which the appropriations were voted and up to the amounts so voted, subject to any transfers under Regulation 4.5 and the provisions of Regulation 4.7.

Rule 4.1.01

ISSUE OF ALLOTMENTS

Under the authority of the Director, the Principal Financial Officer shall issue allotments to Heads of Department in accordance with the appropriate budget appropriation resolution and other relevant resolutions or decisions of the Executive Council. An allotment constitutes the authority for the Head of Department to request the incurring of obligations up to the amount and for the

purposes stated in the allotment advice and in accordance with applicable directives and procedures.

Rule 4.1.02
BASIS OF OBLIGATIONS

Obligations for goods and services shall be based on a contractual agreement entered into under the responsibility of the Director on behalf of the GNLU. All such obligations shall be supported by appropriate obligating documents. The obligation shall be carried as an unliquidated obligation during the period set forth in Regulation 4.3, unless liquidated prior thereto.

Regulation 4.2

Appropriations shall be available for obligation during the financial period for which they were made, in accordance with the provisions of the budget appropriations resolution.

Regulation 4.3

Appropriations shall remain available for the twelve months following the end of the financial period to which they relate, to the extent that they are required to liquidate any outstanding legal obligation of that financial period.

Regulation 4.4

At the end of the twelve-month period referred to in Regulation 4.3, the remaining balance of any appropriations retained shall lapse. Any unliquidated obligations of the financial period in question shall at that time be cancelled, unless the obligation remains a valid charge, in which case the obligation shall be transferred as an obligation against appropriations for the current financial period.

Rule 4.4.01
OBLIGATIONS WHICH CANNOT BE LIQUIDATED

In those cases where the obligation cannot be liquidated within the time period set forth in Financial Regulation 4.3, the procedure under Financial Regulation 4.4 shall be followed. This procedure requires the examination of each such obligation in accordance with Financial Rule 10.3.06 before it is cancelled or reobligated against appropriations of the current financial period.

Regulation 4.5

Subject to any provisions set out in the budget appropriations resolution, the Director may transfer appropriated funds between programmes within a budget chapter. The Director shall notify the Finance Committee of any such transfer(s). All transfers between budget programmes shall be reported to the Finance Committee. Director shall seek an approval of the Finance Committee for any transfer of funds, amounting more than 10% of the total allocation in the budget for that programme or more than ₹5 lakh, whichever is lower.

Rule 4.5.01

TRANSFERS OF FUNDS

In the event that transfers of funds in accordance with Regulations 4.5 to 4.7 become necessary, the Heads of Department proposing the transfers shall provide the required justification and shall make proposals, through the Principal Financial Officer, to the Director.

Regulation 4.6

Subject to any provisions set out in the programme budget appropriations resolution, the Director may transfer appropriated funds between sections within a budget programme. The Director shall notify the Finance Committee of any such transfers.

No transfer from capital to revenue or vice versa may be made except with the prior approval of the Finance Committee and the Executive Council.

Regulation 4.7

The Director shall prudently manage the appropriations voted for a financial period to ensure that expenditures can be met from the funds available for such a period, keeping in view the actual contributions received, the availability of cash balances and the application to the approved appropriations of a contingency margin as provided for in the Financial Rules.

Rule 4.7.01

CONTINGENCY MARGIN

The Director shall determine the percentage for the contingency margin, having regard to the average collection rate for tuition and other fees over the last three years. The Director may authorise the allotment and obligation of funds up to the level of the approved budget appropriations less this contingency margin. Further authorisations for allotment and obligation shall only be permitted when and to the

extent that adequate tuition and other fees or funds have been received. The application of a contingency margin shall ensure that expenditure does not exceed the available funds in any given financial period.

Regulation 4.8

The Director shall incur unforeseen and extraordinary expenditures only in accordance with the conditions and procedures determined by the Finance Committee.

Such unforeseen or extraordinary expenditure may be kept within a limit of ₹ 1,00,000/-. Any expenditure in excess of ₹ 1,00,000/- shall be done with the prior approval of the Finance Committee.

Regulation 4.9

No draft decision involving financial implications shall be presented to the Executive Council unless it is accompanied by an estimate of expenditure and a report on the financial, administrative and programme and budget implications, prepared by the Director, and the Finance Committee recommendation thereon.

Regulation 4.10

No subsidiary body of the GNLU shall take a decision involving a new commitment of funds unless it has before it a report from the Director on the financial, administrative and programme and budget implications of the proposal; no expenditure shall be incurred without a decision by the Finance Committee.

Regulation 4.11

With the prior concurrence of the Finance Committee, the Director may, if necessary, enter into commitments for future financial periods provided that such commitments relate to work authorised in the current budget and concern: (a) academic and administrative requirements of a continuing nature; (b) contracts where longer lead times are required; or (c) purchases for which payment is to be made over several years.

Rule 4.11.01

DEFERRED CHARGE ACCOUNT

Commitments entered into under Financial Regulation 4.11 shall be charged to a deferred charge account. The deferred charge shall, in turn, be transferred to the appropriate account when the necessary appropriation or funds become available (see also Rule 4.11.02 with respect to commitments for future years).

Rule 4.11.02

COMMITMENTS FOR FUTURE YEARS

Obligations resulting from commitments against resources for future years in accordance with Regulation 4.11 shall initially be charged to a deferred charge account for subsequent transfer to the appropriate allotment for the financial year to which the obligation refers once the relevant appropriation is approved by the Finance Committee.

Article 5

CONTRIBUTIONS AND ADVANCES

Regulation 5.1

The donation or contribution from individual or institution shall finance the appropriations approved by the Executive Council. Pending the receipt of such contributions, the appropriations may be financed from the Working Capital Fund.

Regulation 5.2

The Director shall submit to each regular session of the Finance Committee, a report on the collection of tuition fees, contributions to the budget and advances to the Working Capital Fund.

Rule 5.1.01

RECEIPT OF CONTRIBUTIONS AND ADVANCES

Contributions to the Regular Budget Fund and advances to the Working Capital Fund shall be credited to the debtor account of a particular donor/institution on the date when the GNLU receives a cheque from the individual/institution concerned or, in the case of transfers, when the GNLU's bank account receives credits for these funds. Bank charges applied by the paying bank shall be borne by the GNLU.

Article 6
FUNDS

Regulation 6.1

A Regular Budget Fund shall be established for the purpose of accounting for the GNLU's income and expenditure. All tuition fees and other contributions received from students, individuals, institutions, irrespective of whether such contributions are for the current financial period, a future financial period, or are arrears from a previous financial period, shall be credited to the Regular Budget Fund. Miscellaneous income and transfers from the Working Capital Fund shall also be credited to the Regular Budget Fund. All of the GNLU's expenditures for appropriations authorised under Regulation 4.1 shall be made from the Regular Budget Fund. Reimbursements to the Working Capital Fund under Regulation 6.6 shall also be made from the Regular Budget Fund.

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 Finance Committee from time to time. However, to meet day to day expenditure, a separate bank account with a nationalised bank may be opened to be operated jointly by the Head of Budget, Accounts and Finance and the Registrar.

Regulation 6.2

At the end of each financial period the provisional cash surplus for the financial period shall be determined by establishing the balance between the following credits and charges to the Regular Budget Fund:

- (a) credits:
- assessed tuition and other fees actually received for the financial period from students; and
 - miscellaneous income received during the financial period;
- (b) charges:
- all disbursements against the appropriation for that financial period;
 - provisions for unliquidated obligations to be charged against the appropriations for that financial period; and
 - transfers to special funds as authorised by the Finance Committee.

The provisional cash surplus shall be retained in the Regular Budget Fund for the following twelve months.

Regulation 6.3

Cash surplus:

- (a) at the end of the twelve-month period referred to in Regulation 6.2 the cash surplus for the financial period shall be determined by crediting to the provisional cash surplus:
- any arrears of prior years' assessed contributions received during that period; and
 - any savings from the provisions made for unliquidated obligations pursuant to Regulation 6.2(b);

Regulation 6.4

A Working Capital Fund shall be established in an amount and for the purposes to be determined from time to time by the Finance Committee.

Regulation 6.5

To account for voluntary contributions, trust funds may be established by the Director for clearly defined activities of the GNLU. Such funds shall be administered in accordance with the applicable Financial Regulations.

Regulation 6.6

Special funds may be established by the Finance Committee for clearly defined activities which are consistent with the object and purpose of the GNLU as defined in the Act.

Special funds shall be a part of the regular Budget Fund and shall be duly accounted for in financial accounting, disclosure and reporting.

Article 7

OTHER INCOME

Regulation 7.1

All other income shall be classified as miscellaneous income and credited to the Regular Budget Fund.

Rule 7.1.01

REFUNDS OF EXPENDITURE

Refunds of expenditure which had been charged in the same financial period against the budgetary accounts shall be credited against the same accounts, but

refunds of expenditure from prior financial periods shall be credited to miscellaneous income.

Regulation 7.2

Voluntary contributions that are consistent with the policies, aims and activities of the GNLU for the implementation of the Act may be accepted by the Director in accordance with the relevant provisions of these Regulations and the criteria laid down by the Executive Council and confirmed by the Executive Council.

Rule 7.2.01

VOLUNTARY CONTRIBUTIONS INVOLVING FINANCIAL LIABILITY

Voluntary contributions which directly or indirectly involve a current or future financial liability for the GNLU shall be accepted by the Director only with the prior approval of the Executive Council on the basis of a recommendation from the Executive Council. In submitting such cases for the approval of the Executive Council, the financial liability shall be indicated separately and suitably detailed.

Regulation 7.3

Monies accepted for purposes specified by the donor, shall be treated as trust funds.

Article 8

CUSTODY OF FUNDS

Regulation 8.1

The Director shall designate the banks or other financial institutions in which the GNLU's funds shall be kept, in accordance with the GNLU Act.

Rule 8.1.01
BANK ACCOUNTS

The Director shall establish such official bank accounts as may be required for the transaction of GNLU business and shall designate signatories to operate these accounts. On behalf of the Director, the Principal Financial Officer may, with appropriate notification to the bank, amend the list of authorised signatories.

Regulation 8.2

In designating such banks or other financial institutions, the Director shall have regard for the security of the GNLU's cash assets. In particular, the Director shall select only banks or other financial institutions that have a high credit rating and financial standing in the financial community.

Rule 8.2.01
SELECTION OF BANKS OR OTHER FINANCIAL
INSTITUTIONS
IN WHICH GNLU'S FUNDS SHALL BE KEPT

The Principal Financial Officer shall advise the Director on the selection of banks or other financial institutions in which the GNLU's funds shall be kept. The Principal Financial Officer shall introduce appropriate procedures to ensure that the status of designated banks or other financial institutions is regularly reviewed.

Article 9
INVESTMENTS

Regulation 9.1

The Director may make short-term investments of monies that are not needed to pay for the GNLU's immediate requirements subject to the approval of the Finance Committee. In making such investments, the Director shall take all necessary steps to ensure that the GNLU has sufficient liquid funds for its day-to-day operations; that undue currency risks are avoided; and that a reasonable rate of return is earned on investments, without jeopardising the security of the GNLU's assets. The Executive Council shall establish an Investment Advisory Group, consisting of the Director and two officials from the Government of Gujarat of secretary rank or above, to provide advice on short- and long-term investments.

Rule 9.1.01
INVESTMENT OF FUNDS

Acting on behalf of the Director, the Principal Financial Officer may make short-term investments of moneys not needed to pay for the GNLU's immediate requirements, and may make investments on account of the Regular Budget Fund, trust funds, special funds and other funds, subject always to the provisions of the appropriate regulations, rules, terms or conditions relating to such funds.

Rule 9.1.02
INVESTMENTS LEDGER

Investments shall be registered in an investment ledger which shall show relevant details for each investment, including the face value, cost, date and place of deposit, date of maturity, proceeds of sale and income earned.

Rule 9.1.03
INVESTMENT ADVISORY GROUP

Subject to the concurrence of the Executive Council on the composition of the Investment Advisory Group, membership of the Group shall normally be restricted to experts of recognised standing on investment management.

Regulation 9.2

The Director may, after approval by the Executive Council, make long-term investments of monies standing to the credit of trust funds and special funds.

Regulation 9.3

Income derived from investments shall be credited to the fund from which it was derived, unless otherwise provided for by the Executive Council.

Rule 9.3.01
INCOME FROM INVESTMENTS

Income derived from investments of the Regular Budget Fund and of the Working Capital Fund shall be taken into account as miscellaneous income. Income from investments of trust funds and special funds shall include amounts from

investments and other income attributable to such funds and shall be credited to the trust funds or special funds concerned.

Regulation 9.4

The Director shall report at least annually to the Executive Council on the status of investments made.

Article 10

INTERNAL CONTROL

Regulation 10.1

The Director shall:

- (a) establish detailed financial rules and procedures to ensure: effective financial administration; the exercise of economy; the efficient use of resources; and the proper custody of the GNLU's physical assets;
- (b) maintain necessary accounting records in sufficient detail to form the basis of the GNLU's financial statements;
- (c) maintain separate books of account for all trust funds and special funds;
- (d) cause all disbursements to be made on the basis of supporting vouchers and other documents which ensure that the services or goods have been received and that payment has not previously been made;
- (e) designate a strictly limited number of officers who may receive monies, incur obligations and make payments on behalf of the GNLU; and
- (f) maintain internal financial controls which provide for effective ongoing examinations and/or reviews of financial transactions to ensure:
 - i. the regularity of the receipt, custody and disposal of the GNLU's funds and other financial resources;
 - ii. that the GNLU's obligations and expenditures are in conformity with the appropriations and other financial provisions approved and adopted by the Executive Council and, as appropriate, with the purposes and rules relating to trust funds and special funds; and
 - iii. that the GNLU's resources are used economically.

Rule 10.1.01

BASIS FOR PAYMENT OF SALARIES AND RELATED ENTITLEMENTS

The basis for payment of salaries and related entitlements to staff members shall be the letters of appointment and the salary scales and other entitlements as set out in the GNLU Regulations, Rules and Directives or as approved by the Executive

Council. For payments to individuals other than staff members, such as consultants, lecturers at GNLU meetings, the payment of entitlements shall be based on the terms of the contractual agreement or other equivalent document setting out the emoluments applicable.

Rule 10.1.02
APPROVING OFFICER

The Director shall designate the Approving Officer and an alternate in a Financial Directive. To ensure segregation of duties, the Principal Financial Officer and the Treasury Officer shall not act as an Approving Officer.

Rule 10.1.03
APPROVAL OF OBLIGATIONS

An Approving Officer shall be responsible for examining proposed obligations to ensure that the appropriate Certifying Officer has authorised the obligation because, as a general principle, no obligation shall be established without prior certification by a Certifying Officer.

Rule 10.1.04
APPROVAL OF PAYMENTS

An Approving Officer shall be responsible for ensuring that vouchers and other documents passed by Certifying Officers for payment are properly supported by evidence that goods or services have been received in accordance with the contractual agreement establishing the obligation; that the documentation comprises duly certified original vouchers; that payment has not previously been made; and the supporting documents do not have irregularities which might indicate that the payment is not properly due.

Rule 10.1.05
CERTIFICATION OF SUPPORTING DOCUMENTS

For payments which are directly related to, and not in excess of, a recorded obligation whose establishment has previously been certified by a Certifying Officer, certification of the invoice shall not be required.

Rule 10.1.06
DISCOUNTS

Every effort shall be made to benefit from discounts offered by a supplier or contractor for timely payment provided that prompt payments do not jeopardise the solvency of any account portfolio by resulting in negative balances.

Rule 10.1.07
ADVANCE PAYMENTS

- (a) When standard commercial practices or the interest of the GNLU so require, contractual agreements may exceptionally be issued to provide for payment or deposits in advance of the receipt of goods or the submission of shipping documents.
- (b) Standing advances may be established to cover official travel expenses of the staff members. The travel expenses shall be submitted by the staff members for reimbursement within two weeks after the completion of travel.
- (c) Advance payments may also be made in respect of entitlements of staff members as set forth in the GNLU Regulations and Rules, expenditures related to official travel, expenditures related to meetings, including training courses, conferences, etc., held by the GNLU and imprest funds. Such advance payments shall be settled at the earliest opportunity, which shall not be later than 15 working days unless, in exceptional cases, the Director approves a longer settlement period.
- (d) All advance payments shall be authorised by the Principal Financial Officer or by other officials designated by the Principal Financial Officer and shall be accompanied by appropriate safeguards. In addition, the Principal Financial Officer may authorise such other advances as may be approved by the Director.
- (e) Whenever an advance payment is agreed to, the reasons for the advance shall be documented in the underlying accounting records.

Rule 10.1.08
IMPREST FUNDS

On behalf of the Director, the Principal Financial Officer may establish imprest funds when, in the opinion of the Principal Financial Officer, it would improve the efficiency of the GNLU's operations to do so, for example when the GNLU cannot

make timely payment by following standard procedures. Such funds may be used only for the purposes specified, and payment made from them shall not exceed the limits authorised. The levels of the imprest funds should be established in line with operational requirements.

Rule 10.1.09
RECEIPT OF INCOME

Only the Principal Financial Officer, the Treasury Officer, and other officials designated by the Director, shall be authorised to receive moneys and to issue official receipts on behalf of the GNLU if so required by the contributor. Each receipt of money shall be recorded in the GNLU's accounting records by means of a receipt voucher as of the day of receipt and not later than the next business day.

Rule 10.1.10
DEPOSIT OF MONIES

The Treasury Officer shall ensure that all monies received are deposited in an official bank account of the GNLU not later than the next business day following the day of receipt.

Rule 10.1.11
CURRENCY CONVERSION

Except in case of investment transactions or for other purposes authorised by the Principal Financial Officer, staff members responsible for the operation of GNLU bank accounts or for holding GNLU cash or negotiable instruments shall not be authorised to exchange one currency for another, except to the extent necessary for the transaction of official business.

Rule 10.1.12
PAYMENTS

The Principal Financial Officer, the Treasury Officer and other officials as designated by the Director are authorised to make payments which have been approved by an Approving Officer. Payments shall normally be made by written bank instruction, except for cash payments made from imprest funds. A payment shall be recorded on the accounts as of the date when the payment is processed. For the purpose of this Rule, written bank instructions shall include the following: cheques; transfer orders; letters of credit; payment orders; and cables and other

electronically transmitted instructions that are duly authenticated with the pertinent confidential code and of which a hard copy is retained.

Rule 10.1.13
BANK SIGNATORIES

Written bank instructions shall be signed by the Principal Financial Officer and Registrar. When satisfied that adequate safeguards are provided, the Director may authorise the signature of cheques by one signatory only or may authorise the use of facsimile or stamp signatures. Cables and other electronically transmitted instructions may be despatched only by staff members authorised by the Principal Financial Officer. To provide adequate internal control, approving officers shall not be authorised to issue written bank instructions.

Rule 10.1.14
ACCOUNTING RECORDS

The Principal Financial Officer shall ensure that appropriate accounting records are maintained showing all payments made and receipts received, and that adequate evidence supporting payment or receipt is obtained for all transactions.

Regulation 10.2

The Director shall establish rules and procedures for the storage and protection of all materials, supplies, instruments and equipment in the possession of the GNLU.

Rule 10.2.01
ACCOUNTING FOR NON-EXPENDABLE PROPERTY

The Principal Financial Officer shall ensure that complete and accurate records are maintained for all GNLU non-expendable property with a purchase or acquisition value of INR 10,000 or more per unit and with a serviceable life of more than one year. Subject to these conditions, non-expendable property includes inspection and laboratory equipment, information systems equipment, furniture, motor vehicles and other tangible assets as may be purchased by the GNLU. The records shall document the value of equipment and other property purchased, and the projected serviceable life span of each asset. Attractive non-expendable items with a value below ₹ 10,000 per unit shall also be subject to similar control.

Rule 10.2.02
RESPONSIBILITY OF THE NON-EXPENDABLE PROPERTY RECORDS

Responsibility for the non-expendable property records shall rest with the Principal Financial Officer, who shall designate: the staff member(s) responsible for maintaining the property records; the staff member(s) accountable for the property records; and the staff member(s) accountable for the property. Non-expendable property shall be assigned to the receiving programme, and the Head of Department concerned shall be responsible and accountable for the property. Where non-expendable property items are transferred from one programme to another programme, the property records shall be adjusted accordingly.

Rule 10.2.03
VERIFICATION OF NON-EXPENDABLE PROPERTY

The Principal Financial Officer shall ensure that the existence, ownership and condition of non-expendable property are periodically verified. This physical verification shall take place at such intervals as deemed necessary by the Principal Financial Officer, but at least once each year.

Rule 10.2.04
CONSUMABLE SUPPLIES

The Principal Financial Officer shall establish appropriate accounting and physical controls to ensure the proper custody and management of consumable supplies.

Rule 10.2.05
RECEIPT OF SUPPLIES AND EQUIPMENT

All supplies, equipment or other property received by the GNLU shall be inspected to ensure that their condition is satisfactory and in accordance with the terms of the related contractual agreement. A receiving report shall be issued for all items received and shall be entered into the appropriate property records.

Rule 10.2.06

SUPPORTING DOCUMENTATION

All transactions related to supplies, equipment or other property shall be recorded, and these records shall be supported by appropriate vouchers or evidence of receipt and issue, except for such items where the maintenance of detailed records is deemed by the Principal Financial Officer to be uneconomical or impractical.

Rule 10.2.07

PROPERTY SURVEY BOARD

The Director shall establish a Property Survey Board to provide advice on the management of the GNLU's non-expendable property. The composition of the Board and its terms of reference shall be determined by the Director and announced in a Financial Directive.

Rule 10.2.08

SALE OR DISPOSAL OF NON-EXPENDABLE PROPERTY

The Principal Financial Officer may arrange for the sale of non-expendable property declared surplus or unserviceable. Such sales shall normally be by competitive bidding. However, competitive bidding is not necessary when:

- (a) the estimated sales value is, in the opinion of the Principal Financial Officer, less than Rs 10,000;
- (b) the best interest of the GNLU will be served by sale at fixed unit prices recommended by the Principal Financial Officer and approved by the Director;
- (c) the exchange of property in partial or full payment for replacement equipment will, in the opinion of the Director, be in the interest of the GNLU; and
- (d) the destruction of the surplus or of unserviceable items will be more economical or is required by law or by the nature of the property.

Rule 10.2.09

**REMOVAL OF ASSETS FROM THE NON-EXPENDABLE
PROPERTY RECORDS**

Property which has been lost, sold or disposed of shall be removed from the records of non-expendable property. Removal of such items from the records shall require the prior authorisation of the Principal Financial Officer.

Rule 10.2.10

SALES ON A CASH BASIS

Sales of GNLU property shall be on a basis of cash payments on or before delivery. Such sales shall be reflected in the accounting records. Director shall seek opinion of a credible accountancy firm, in case, if such treatment of sales is on the cash basis and other transaction on accrual basis and shall be reported to the Finance Committee at its next meeting.

Rule 10.2.11

ACCOUNTING FOR PROCEEDS FROM SALES

The proceeds from the sale of property shall be credited as miscellaneous income to the Regular Budget Fund, trust funds or special funds.

Regulation 10.3

No obligations shall be incurred until allotments or other appropriate authorisations have been made in writing by the Director.

Rule 10.3.01

RESPONSIBILITY FOR ALLOTMENTS

The Heads of Department to whom allotments are issued are responsible to the Director for the correct use of such allotments.

Rule 10.3.02
EXPENDITURE ITEMS REQUIRING OBLIGATION
DOCUMENTS

Heads of Department shall ensure that funds are reserved in the appropriate allotment account through the recording of an obligation before a commitment is entered into from any contract, agreement or undertaking of any nature which exceeds ₹ 5,000. Obligations for salaries, common staff costs, temporary assistance, overtime and travel shall require reservation of funds in the appropriate allotment accounts before a commitment is entered into, irrespective of the amount involved.

Rule 10.3.03
PROPOSALS TO INCUR OBLIGATIONS

Heads of Departments shall ensure that proposals to incur obligations against allotments under their responsibility are fully documented. The proposals shall indicate the purpose of the proposed expenditure and the specific allotment to be charged.

Rule 10.3.04
CERTIFYING OFFICERS

The Director shall designate in a Financial Directive the individual Certifying Officers and their alternates, notwithstanding that the Principal Financial Officer shall have authority to act as Certifying Officer for obligations under all allotments. Certifying Officers shall be responsible for examining the proposed obligations to ensure that funds are available and have been allotted, and that the proposed expenditure is in accordance with the purpose for which the relevant appropriation was intended. The authority granted and responsibility assigned to Certifying Officers is a personal one and can be delegated only to the alternates as designated by the Director in the Financial Directive.

Rule 10.3.05
INCREASE AND DECREASE IN OBLIGATIONS

Increases in obligations incurred or proposed shall be subject to the same procedures that apply to the incurring of original obligations. Certifying Officers shall have the responsibility for notifying the Approving Officer when an obligation

is increased, decreased (other than by payment) or cancelled, so that the accounting records may be adjusted accordingly.

Rule 10.3.06

REVIEW OF OUTSTANDING OBLIGATIONS

Certifying Officers shall be responsible for reviewing periodically the outstanding obligations retained against appropriations of the previous financial period. Obligations reflected in the accounts which are no longer valid shall be cancelled from the accounts forthwith, and the resulting credit surrendered. If the obligation is determined to be valid, it shall be reobligated against the appropriations of the current financial period.

Regulation 10.4

The Director may make such *ex gratia* payments, in special accidental cases in the interest of the GNLU, up to the maximum amount of ₹ 5,000/-. The Director shall, in the GNLU's audited financial statements, submit a statement of such payments to the Finance Committee and the Executive Council. Other *ex gratia* payments are subject to the approval of the Finance Committee.

Rule 10.4.01

EX GRATIA PAYMENTS

The Director may make *ex gratia* payments up to ₹ 5,000 in special accidental cases in the interest of the GNLU, although in the opinion of the Legal Adviser there is no legal liability on the GNLU, the moral obligation is such as to make payment desirable in the interest of the GNLU.

Regulation 10.5

The Director shall, after full investigation, and subject to the recommendations of the Finance Committee and approval by the Executive Council, write off losses of cash, stores and other assets. A statement of all losses shall be submitted to the Comptroller General of India.

Rule 10.5.01

WRITING-OFF OF LOSSES OF CASH, STORES AND ASSETS

Any loss of cash, stores and other assets must be reported by the Principal Financial Officer to the Director and, subsequently, to the Comptroller General of India. No amount due to the GNLU may be waived without the prior written authorisation of the Director. The investigation referred above shall, in each case, fix the

responsibility, if any, attaching to any staff member of the GNLU for the loss. Such staff member may be requested by the Director to reimburse the loss, either partially or in full.

Regulation 10.6

Procurement of equipment, supplies and other requirements shall be made on a competitive basis and in accordance with the Financial Rules issued under this Regulation.

Rule 10.6.01

CONTRACTUAL AGREEMENTS, AUTHORISED OFFICIALS, DIRECTIVES

- (a) Contractual agreements for the purchase, rental or sale of goods or services, including professional services in the form of consultants but excluding staff contracts shall be entered into on behalf of the GNLU only by officials duly authorised by the Director, as laid down in a Financial Directive. Purchasing, renting or selling activities shall include, in addition to entering into contractual agreements, the calling for tenders, quotations or proposals and the negotiation with potential suppliers or purchasers on the basis of detailed specifications.
- (b) The Director shall establish a Financial Directive outlining the internal procurement procedures to be followed to ensure adherence to these Financial Rules. The Financial Directive shall include procedures for the selection of professional services as described in this Rule.

Rule 10.6.02

DEFINITIONS

- (a) A proposal shall mean a suggested, written plan put forward by a potential supplier in response to a call for proposals normally used for the procurement of services.
- (b) A purchase order shall mean a promise to purchase goods or services in a standard format and in accordance with stipulated terms and conditions. Subsequent acceptance of the purchase order by the stipulated supplier results in a contractual agreement.
- (c) A quotation shall mean an informal offer which is presented by a potential supplier in response to a call for quotations indicating the price at which supply will be made if an order should be placed.
- (d) A tender shall mean an offer to supply goods or services at a specified price which is presented by a potential supplier under sealed cover in response to an

invitation to tender. A tender is subject to special conditions of receipt and handling.

Rule 10.6.03
REQUESTS FOR PROCUREMENT

Requests for procurement shall be made in writing and shall include full particulars and detailed specifications relating to the request. Such requests shall be authorised by the Head of the Department concerned or a duly authorised delegated official and submitted to Principal Finance Officer.

Rule 10.6.04
COMMITTEE ON CONTRACTS

- (a) There shall be established in a Financial Directive a Committee on Contracts to render written recommendations to the Director or such other officials, on:
- i. all contractual agreements to be entered into which involve commitments to a single contractor in respect of a single requisition or a series of related requisitions totalling INR 1,00,000 or more,
 - ii. all contractual agreements or series of related contractual agreements with the same contractor which involve income to the GNLU of INR 1,00,000 or more.;
 - iii. proposals for modification or renewal of contractual agreements previously recommended by the Committee;
 - iv. such other matters as may be referred to the Committee by the Director or such other officials.
- (b) When the Director does not accept the recommendations of the Committee on Contracts, the Director shall record the reasons for this in writing.
- (c) Contractual agreements resulting from the recommendations of the Property Survey Board mentioned, shall not be referred to the Committee on Contracts.

Rule 10.6.05

CALLING FOR TENDERS, QUOTATIONS OR PROPOSALS

- (a) Contractual agreements for the purchase or rental of goods or services, shall be let after calling for tenders, quotations or proposals.
- (b) Tenders shall be required for procurement requests of over INR 1,00,000 and shall be invited by advertising through publication or distribution of formal invitations to tender on as wide an international basis as possible taking into account the existence of possible sources of procurement.
- (c) For the purposes of economic efficiency and savings, tenders through international competition bids (ICB) route may be done only for very high value and/or for products/services available mostly outside India only. For all other goods and services, state and national bid tender shall be considered as adequate and preferred.
- (d) Invitations to tender shall provide all information necessary for a potential supplier to prepare a tender for the goods or services to be provided. Criteria that will be used to determine the award (such as cost, technical acceptability, time for completion) and the relative importance of such criteria shall be specifically described in the Invitation.
- (e) Where the nature of the work involved precludes invitations to tender and where proposals are called, a comparative analysis of such proposals shall be kept on record.
- (f) Quotations shall be required for procurement requests of ₹ 10,000 to ₹ 1,00,000 and shall be invited by the distribution of at least three requests to quote. Supporting documentation shall be kept on record.
- (g) A list of suppliers may be kept in accordance with Financial Directives to be issued by the Director. Inclusion in this list shall not be construed as a prerequisite for submitting a valid tender where no pre-qualification criteria have been established.
- (h) The Director shall, in accordance with the Financial Regulations and Rules, seek to provide a full and fair competitive opportunity to all potential suppliers whilst also ensuring a transparent and competitive procurement procedure.

Rule 10.6.06

EXCEPTIONS TO CALLING FOR TENDERS, QUOTATIONS OR PROPOSALS

Contractual agreements may be awarded without calling for tenders, quotations or proposals, when:

- (a) the proposed contractual agreement involves commitments of under INR 10,000;
- (b) the proposed contractual agreement involves a sole available supplier of a particular good or service;
- (c) the prices or rates are fixed pursuant to national legislation or by regulatory bodies;
- (e) the goods or services are available only from a particular supplier for reasons of standardisation and because of the need for compatibility with existing goods or services;
- (f) in extreme cases, the exigencies of the GNLU do not permit the delay attendant upon calling for tenders, quotations or proposals.

Rule 10.6.07

OPENING OF TENDERS

- (a) The Director may, prior to the deadline for the submission of tenders specified in the invitation to tender, extend the deadline if it is not possible for one or more suppliers to submit their tenders by the deadline owing to any circumstances beyond their control. The Director shall promptly advise each supplier provided with an invitation to tender of such an extension, including notification of the new tender opening time.
- (b) A tender opening panel shall be established by the Director in a Financial Directive. Tenders shall be opened by the said panel at the time, or extension of such time, and the place specified in the invitation to tender, and an immediate record shall be made thereof.
- (c) A tender received after the deadline for the submission of tenders or the extension thereof shall not be opened, and shall be returned to the supplier that submitted it.

Rule 10.6.08

AWARD OF CONTRACTUAL AGREEMENTS

- (a) Following receipt and opening of tenders, quotations or proposals they shall be evaluated both technically and commercially. The lowest technically acceptable tender, quotation or proposal shall be considered for award, taking into account other criteria, such as supplier's financial soundness; the capacity of the supplier to deliver the goods, perform the services within the time required and provide the necessary maintenance. When the lowest technically acceptable tender, quotation or proposal is not selected for award of contractual agreement, a written record giving reasons thereof shall be prepared. A comparative analysis of the technical and commercial evaluation shall also be kept on record.
- (b) Suppliers shall not be permitted to alter their tenders or quotations after the deadline for receipt.
- (c) When tenders, quotations or proposals relate to a group of items, the contractual agreement may be awarded to the supplier who has submitted the lowest aggregate tender, quotation or proposal.
- (d) Contractual agreements shall be awarded to the supplier who has submitted the lowest priced and technically most acceptable tender, quotation or proposal and provided that the other necessary criteria are met. Where the interests of the GNLU so require, all offers may be rejected. In that event, the responsible official shall determine whether new competitive tenders, quotations or proposals shall be invited. In the latter event the reasons for this shall be recorded in writing and shall be available to interested States Parties upon request. Upon request, unsuccessful bidders/offerors shall be provided with the reasons of rejection of their offer.

Rule 10.6.09

PURCHASES TO BE MADE IN WRITING

- (a) Contractual agreements for goods and services shall be established, as appropriate, for every purchase from a supplier in the aggregate amount of ₹ 10,000 or more. Contractual agreements shall be in writing.
- (b) Contractual agreements shall specify:
 - i. in the case of supplies or equipment, the exact description of the goods, the quantity required, the price of each article, the conditions of delivery and the terms of payment;
 - ii. in the case of services, the nature of the services, the period covered, the conditions of fulfilment, the cost and the terms of payment.
- (c) The Director may waive the requirements of any part of this Financial Rule in certain cases, such as requests for partial deliveries of supplies for the maintenance of buildings, where one blanket purchase order might be issued

covering a variety of items. In the event of such a waiver, a written record shall be established to ensure that:

- i. the supplier and purchaser are in agreement as to what is being purchased;
- ii. an itemised record of sale and receipt is prepared at the time of delivery;
- iii. payment is based on the itemised record of sale and receipt referred to in (ii) above.

Rule 10.6.10

WRITTEN FINDINGS

Each determination or decision required of an authorised officer by the provisions of these Rules shall be supported by the written findings of such officer. These written findings shall be placed in the appropriate case file maintained by the responsible office and shall accompany the related obligating documents submitted for approval and recording in the accounts. The information to be kept on record documenting each tender or proposal and its outcome shall be established in a Financial Directive.

Rule 10.6.11

INTERESTED PARTIES

A Financial Directive shall include details on the information to be provided to interested parties upon request after the award of a contractual agreement.

ARTICLE 11
FINANCIAL REPORTING

Regulation 11.1

The Director shall submit annually financial statements prepared in accordance applicable accounting standards, comprising, for the financial period to which they relate:

- (a) a statement of the Director's responsibilities and approval of the financial statements;
- (b) a statement for the status of appropriations, including:
 - the original budget appropriations;
 - the appropriations as modified by any transfers of funds;
 - credits, if any, other than appropriations approved by the Finance Committee;
 - the amounts charged against the appropriations and/or other credits; and
 - an unobligated balance of appropriations;
- (c) an income and expenditure account for all funds, where such funds include, amongst other things, the Regular Budget Fund, the Working Capital Fund and the Voluntary Fund for Assistance. The account(s) shall provide comparative figures for the financial period prior to that being reported on;
- (d) an assets and liabilities statement for all funds, such funds including, amongst other things, the Regular Budget Fund and the Working Capital Fund. The statement(s) shall include the comparative figures for the financial period prior to that being reported on;
- (e) a statement of changes in financial position (or cash flow statement);
- (f) a statement of significant accounting policies;
- (g) a statement on the investments held at 31 March;
- (h) such notes, other statements and schedules as are required to provide a fair presentation of the financial statements and the results of the GNLU's operations for the financial period; and
- (i) a statement of all losses.

Rule 11.1.01

RESPONSIBILITY FOR MAINTAINING THE ACCOUNTS

Acting on the advice of the Principal Financial Officer, the Director shall designate the staff members responsible for performing significant financial duties. On behalf of the Director, the Principal Financial Officer shall prescribe and maintain the financial records, review for the Director's approval all financial systems and the

major financial procedures of the GNLU and ensure that these financial statements are properly implemented and carried out.

Rule 11.1.02

PREPARATION OF FINANCIAL STATEMENTS

The financial statements for the financial period shall be prepared under the direction of the Principal Financial Officer as at 31 March of the financial period.

Rule 11.1.03

BASIS OF ACCOUNTING

The accounting records of the GNLU shall be maintained in accordance with Government of Gujarat accounting standards or as approved by the Finance Committee.

Rule 11.1.04

SUBSIDIARY ACCOUNTS

The Principal Financial Officer may establish subsidiary accounting records, including accountability records for non-expendable property and stocks of consumable supplies, which shall be subject to such control accounts as the Principal Financial Officer may deem necessary in the circumstances.

Rule 11.1.05

RETENTION AND DESTRUCTION OF RECORDS

The Principal Financial Officer shall ensure that accounting and other financial and property records and all supporting documents are retained for seven years or other period(s) as may be agreed with the Comptroller General of India, after which, on the authority of the Director, such records and documents may be destroyed. The retention periods shall be spelled out in a Financial Directive.

Regulation 11.2

The financial statements shall constitute the core financial statements as submitted for, and subject to, examination by the Comptroller General of India. The Finance Committee from time to time, request the Director to submit additional financial or other information. Such information should be submitted in an informational annex accompanying, but not part of, the core financial statements.

Regulation 11.3

The financial statements shall be submitted by the Director to the Comptroller General of India not later than 31 March following the end of the financial period to which they relate.

Article 12

INTERNAL OVERSIGHT

Regulation 12.1

The Director shall establish an internal oversight mechanism which includes internal audit. This mechanism will assist the Director in the management of the GNLU's resources, through internal audit, inspection, evaluation and investigation in order to enhance the efficiency, and economy of the operations of the GNLU. The internal oversight mechanism shall exercise operational independence in the conduct of its duties under the authority of the Director. The Head of the internal oversight mechanism may be removed by the Director only for cause and with the prior approval of the Finance Committee.

Rule 12.1.01

THE INTERNAL OVERSIGHT MECHANISM

The internal oversight mechanism shall be a functional unit within the GNLU designed to carry out the functions of internal audit, inspection, evaluation and investigation.

Regulation 12.2

The purpose of internal oversight audits shall be to review, evaluate and report on the soundness, adequacy and application of systems, procedures and related internal controls. The audits shall, on a regular basis, address the following:

- (a) compliance - a review of financial transactions to determine whether they are in compliance with decisions of the Finance Committee, these Regulations and any Rules and Directives issued hereunder, and the GNLU Regulations, Rules and Directives;

- (b) economy and efficiency - an appraisal of the operational efficiency and economy with which the GNLU's financial, physical and human resources are utilised; and
- (c) effectiveness - a review of programmes and activities to compare programme delivery with the commitments set out in the programme narratives in the approved budget.

Rule 12.2.01

INSPECTIONS AND EVALUATION

Inspection and evaluation are procedures to review the efficiency and effectiveness of the implementation of programmes and activities of the GNLU and to propose corrective action, if needed. The mechanism shall give particular attention to the most cost-effective way of accomplishing the aims of the programmes and activities. The operational efficiency of the GNLU, including its internal system of security and confidentiality shall be assessed on an annual basis and submitted to the Executive Council through the Finance Committee with comments of the Director, if any, appended.

Rule 12.2.02

INVESTIGATIONS

The mechanism may investigate alleged violations of GNLU Financial Regulations, Rules and Directives issued there under, and the relevant GNLU Regulations, Rules and Directives. It may also conduct enquires into issues of waste, fraud and mismanagement that come to its attention.

Regulation 12.3

The internal oversight mechanism shall have:

- (a) the operational independence, objectivity, and authority to conduct internal audits, inspections, evaluations and investigations;
- (b) access to all records and officials of the GNLU relevant to the purposes;
- (c) the right, if necessary, to request the Director to instruct Head of Departments to provide such information or assistance as is reasonably required to conduct its work;
- (d) procedures in place that provide for: direct confidential access of staff members to the internal oversight mechanism for the purposes of suggesting improvements for programme delivery or reporting perceived cases of misconduct; protection against repercussions; due process for all parties concerned; and fairness during any investigation; and
- (e) procedures for a prompt, effective follow-through on recommendations in or derived from its reports.

Rule 12.3.01
OPERATIONAL INDEPENDENCE

The internal oversight mechanism shall have the operational independence to develop its own task and audit plans under the authority of the Director consistent with the approved budget. In addition, the Director has the right to request the internal oversight mechanism to address specific issues and concerns within its mandate.

Rule 12.3.02
PROTECTION OF SOURCES

The Director shall issue a Financial Directive establishing procedures to protect the identity of, and to prevent reprisals against, any staff member making a complaint or disclosing information to, or cooperating in any audit, investigation or inspection by, the internal oversight mechanism. The Financial Directive shall also provide for procedures to protect individual rights, the anonymity of staff members, due process for all parties concerned, and fairness during any investigations. It shall provide further that falsely accused staff members are fully cleared and that disciplinary or other proceedings are initiated without undue delay in cases where the Director considers it justified.

Rule 12.3.03
PROTECTION FROM DISCLOSURE TO THIRD PARTIES

The internal oversight mechanism shall submit to the Director procedures which complement and shall be responsible for safeguarding suggestions and reports it receives from unauthorised disclosure to third parties. It will also ensure that the identity of the staff members and others who have submitted reports to the mechanism is not disclosed.

Rule 12.3.04
IMPLEMENTATION OF RECOMMENDATIONS

Recommendations contained in the internal audit, inspection and investigation reports prepared by the internal oversight mechanism shall be submitted to the Director for appropriate action. An initial written response to all recommendations is due from the appropriate responsible official to the Director 15 working days after formal receipt of the report with its accompanying recommendations. This

response shall include, information on the timing of implementation of the recommendations. In the event that the responsible official believes that any recommendation should not be implemented or should be modified, the reasons for this shall be provided in detail. When the Director has taken a final decision on the recommendation of the Internal Oversight mechanism the Director shall ensure that the relevant Head of Departments acts in an appropriate manner on these recommendations. Decisions shall be implemented without delay and compliance evaluated by the Internal Oversight mechanism.

Rule 12.3.05

COMPLIANCE IMPLEMENTATION

The Internal Oversight mechanism shall establish procedures to track compliance and the implementation of recommendations originating from it and with relevant decisions by the Director. The mechanism shall also establish a systematic review of responses to determine whether implementation is satisfactory; or in the event that compliance is unsatisfactory and non-compliance is not sufficiently justified, a follow through procedure including a direct referral of the issue to the Director for resolution.

Regulation 12.4

Reports on each separate audit, inspection, evaluation and investigation shall be submitted to the Director. For each report the relevant programme managers shall be afforded adequate opportunity to consider and comment upon the observations and draft recommendations. Copies of all reports and accompanying comments by the Director shall be provided to the Comptroller General of India.

Rule 12.4.01

REPORTS

The internal oversight mechanism shall provide a copy of the draft report to the Head of Departments element most directly concerned in the audit, inspection, evaluation or investigation. Following discussions and review with the Head of Departments the report shall then be put into final form and be forwarded to the Director. Copies of all reports and accompanying comments by the Director shall be provided to the Comptroller General of India. If requested, copies shall also be provided to the Finance Committee.

Regulation 12.5

For each calendar year the Head of internal oversight shall prepare a summary report on the internal oversight activities for that year including the status of implementation. This report shall be transmitted through the Finance Committee to the Executive Council by the Director together with such comments as the Director and the Finance Committee may deem appropriate.

Rule 12.5.01

SUMMARY REPORT OF THE INTERNAL OVERSIGHT MECHANISM

The summary report shall be an annual analytical and summary report on the internal oversight activities of the internal oversight mechanism of that year including the status of implementation. The report may contain the following:

- (a) a description of the scope of the mechanism's activities;
- (b) a description of significant problems, abuses, and deficiencies relating to the administration of a programme or operation disclosed during the period;
- (c) a description of all final recommendations for corrective action made by the internal oversight mechanism during the reporting period relative to the significant problems, or deficiencies identified;
- (d) a description of all recommendations not approved by the Director and his/her reasons for not doing so;
- (e) identification of each significant recommendation in previous reports on which corrective action has not been completed;
- (f) a description and explanation of reasons for any significant revised management decision made during the reporting period;
- (g) information about any "significant management decision" not in accordance with policies, regulations or rules or not cost efficient oriented;
- (h) a summary of any instance when information or assistance requested by the mechanism was refused;
- (i) the value and cost savings or recovered amounts resulting from recommendations and corrective action.

Rule 12.5.02

ADDITIONAL REPORTS

Where the Head of internal oversight deems a matter to be of particular significance or urgency requiring the prompt attention of Finance Committee or where the Head of internal oversight wishes to bring any additional reports on significant internal oversight or investigative findings to the attention of Finance Committee such reports shall be transmitted to the Finance Committee.

Regulation 12.6

Internal oversight activities shall be conducted in accordance with best professional practice and, in the case of internal audits, in accordance with the auditing standards promulgated by the Government of Gujarat or the Executive Council.

Article 13
EXTERNAL AUDIT

Regulation 13.1

An External Auditor, who shall be the Auditor-General level of Comptroller General of India, shall conduct annual audits of the GNLU's financial statements in accordance with the auditing standards promulgated by the Government of Gujarat or the Executive Council Subject to any special directions issued by the Finance Committee, the audit shall be conducted in conformity with the additional terms of reference set out in the Annex to these Regulations, which forms an integral part of these Regulations.

Regulation 13.2

The External Auditor may make observations with respect to the regularity and efficiency of the GNLU's financial procedures, the accounting system, the internal financial controls and, in general, the administration and management of the GNLU.

Regulation 13.3

The External Auditor shall be completely independent and shall be solely responsible for the conduct of audits.

Regulation 13.4

The Finance Committee may request the External Auditor to perform special examinations and to issue separate reports on the results thereof.

Regulation 13.5

The Director shall provide the External Auditor with the facilities he may require to perform audits.

Regulation 13.6

The External Auditor shall issue a report and opinion on his audits of the GNLU's financial statements, which shall include such information as he deems necessary in regard to matters.

Regulation 13.7

The External Auditor shall transmit his report and opinion and the audited financial statements, in accordance with any directions given by the Finance Committee, to the Executive Council. The Finance Committee shall examine the audited financial statements and the External Auditor's report and opinion, and shall forward them to the Executive Council with such comments as it deems appropriate. The External Auditor's report and opinion and the audited financial statements shall be submitted to the Finance Committee preferably not later than 31 May following the end of the financial period to which they relate.

Rule 13.7.01

**IMPLEMENTATION OF THE RECOMMENDATIONS OF
THE EXTERNAL AUDITOR**

The Director shall report periodically to the Finance Committee, on the implementation of the recommendations of the External Auditor as contained in the External Auditor's Report on the financial statements of the GNLU and as endorsed by the Finance Committee.

Regulation 13.8

The External Auditor or his representative shall be present when the External Auditor's report and opinion is first considered by the Finance Committee. In addition, the External Auditor or his representative may present his report and opinion to the Finance Committee if he considers this necessary, or may be present during subsequent consideration of the External Auditor's report and opinion by the Finance Committee, if so requested by the Executive Council.

Article 14

DELEGATION OF AUTHORITY

Regulation 14.1

The Director shall establish a transparent and effective system of accountability and responsibility.

Regulation 14.2

The Director may delegate to other staff members of the GNLU such authority as he considers necessary for the efficient and effective implementation of these Regulations and any Rules and Directives issued hereunder. Such delegations shall be communicated and documented in Financial Directives issued under the Financial Rules.

Rule 14.2.01

DELEGATION OF AUTHORITY

The Director may delegate his authority to implement the Financial Regulations, Rules and Directives, subject to any limitations set forth elsewhere in these Rules. Such delegations of authority shall be made in writing. Staff members to whom the Director has delegated authority for the implementation of the Financial Regulations, Rules and Directives, are responsible for the correct and proper exercise of such authority. Any staff member who takes any action contrary to the Financial Regulations or Rules and Directives issued in connection therewith, may be subject to disciplinary proceedings in accordance with the GNLU Regulations and Rules. Delegations of authority to other staff members does not relieve the Director from his overall responsibility.

Article 15

GENERAL PROVISIONS

Regulation 15.1

These Regulations shall be effective as of the date of their approval by the Executive Council through the Finance Committee and may be amended only by the Finance Committee. Any proposed amendments to these Regulations, whether initiated by the Director, shall be submitted by the Director, through the Finance Committee, to the Executive Council.

Regulation 15.2

The Director shall prepare Financial Rules to implement and enforce these Regulations. The Financial Rules, and any subsequent amendments thereto, shall be submitted to the Executive Council through the Finance Committee for approval.

Article 15.2.01
EFFECTIVE DATE OF THE FINANCIAL RULES

These Regulations and Rules shall be effective as of the date of their approval by the Executive Council and replace the existing regulations and rules.

Regulation 15.3

The Director shall issue such Financial Directives as he considers necessary to assist in the interpretation and application of the Financial Regulations and Rules. In case of any conflict arising out of the interpretation and application of these regulations and rules, the decision of the Executive Council, shall be final and binding.



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