



## Gujarat National Law University

### Administrative/Academic Directive

GNLU/AD/56/2019

Friday, 06 December 2017

### Guidelines for Staff Development and Capacity Building

#### 1.0 Object and Purpose

Gujarat National Law University (GNLU/University) has been striving to develop itself into a university of excellence in legal education and research keeping in mind the contemporary and future needs of the country. The University recognises the need to promote and facilitate its faculty members and administrative staff for participation in various professional development and capacity building activities and events, which bring together academics and other experts from different parts of the country and abroad to exchange knowledge and ideas. In addition to organising such professional development programmes and events on its campus, the University, as a matter of policy, committedly encourages its faculty members and staff to participate in seminars, conferences, training programmes, workshops, symposiums, etc, which are essential ways for maintaining and augmenting external and global linkages. It also encourages faculty members to conduct academic activities including engaging lectures at other universities, institutes, organisations, etc. The University recognises the undeniable fact that only by dint of a highly proficient faculty body and efficient administration a World Class University, meeting the mounting challenges of diverse contours, can actually be built.

With the principal object and purpose of promoting high academic standards in the University by way of granting permission, extending facilities and financial assistance to faculty members and administrative staff to share their knowledge, experiences and research findings at appropriate fora, the University hereby frames this Directive providing for Guidelines for 'Staff Development and Capacity Building'. Besides contributing to the professional and personal development of



faculty members, such participation is an important aspect of Academic Performance Indicator (API), as prescribed by the University Grants Commission (UGC); and is also a significant criterion for assessment by the National Assessment and Accreditation Council (NAAC) and other agencies for assessment and accreditation.

## 2.0 Staff Development and Capacity Building Committee

There shall be a 'Staff Development and Capacity Building Committee' (SDCBC/Committee) to ensure the implementation and compliance of this Directive. The composition of this Committee is as follows:

<b>Staff Development and Capacity Building Committee</b>	
1. Director	Chairperson
2. Dean, Academic Affairs	Member
3. Registrar	Member
4. Dean, Research	Member
5. Dean, Extension	Member
6. Dean, Training	Member
7. Dean, Students' Welfare	Member
8. Deputy Registrar	Member
9. Assistant Registrar	Member
<b>Administrative support for HR records, optimum utilisation of resources, audit and financial record keeping</b>	
1. Section Officer (Human Resources)	He/she shall maintain and print electronic records of all external engagements of the faculty and staff of the University; and shall also ensure proper administrative reporting and other related tasks.
2. Section Officer (Budget, Accounts and Finance)	He/she shall ensure optimum utilisation of resources and keep all financial records pertaining to this Directive for perusal by the Committee and for the records of the University.



### **3.0 Eligibility/Target Group**

Subject to the provisions of this Directive, permission and financial assistance under this Directive shall be available to all full-time faculty members and administrative staff of the University.

### **4.0 Activities Covered**

For the purposes of this Directive, the expression 'Staff Development and Capacity Building Activities' means and includes seminars, conferences, training programmes, workshops, symposiums, faculty development programmes and other activities of like nature, and conducting academic activities including engaging lectures at other universities, institutes, organisations, etc.

These Guidelines shall apply to the following activities organised in India or abroad:

- 4.1 Participation and presentation of paper in a seminar, conference, and the like. Participation, without presentation of paper, in a seminar, conference, and the like may also be allowed.
- 4.2 Participation in a workshop, symposium, training programme, faculty development programme, and the like.
- 4.3 Chairing or co-chairing a session in a seminar, conference, workshop, symposium, training programme, etc.
- 4.4 Delivering a key-note (or inaugural) address in a seminar, conference, workshop, symposium, training programme, etc.
- 4.5 Conducting academic activities including engaging lectures at other universities, institutes, organisations, etc. This may include offering training programme, certificate courses, etc at other universities, institutes, organisations, etc.
- 4.6 Participation in a film, photo, theatre, radio or television production/programme, etc.
- 4.7 Membership to an editorial board, and the like.
- 4.8 Any other academic, research, training and extension related activity which, in the opinion of the Committee, leads to staff development and capacity building.

### **5.0 General Procedure**

- 5.1 The main objective of these Guidelines is to enlarge conducive academic environment for professional development and capacity building. Towards this



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- end, the University is committed to provide financial sponsorship/assistance, wherever required, besides administrative, managerial and logistics support.
- 5.2 An eligible faculty member and administrative staff, who is willing to participate in any of the activities covered by this Directive and is intending to seek permission and/or financial assistance for the same, shall always seek recommendation of the Dean, Academic Affairs (for faculty members) and the Registrar (for administrative staff), and its final approval by the Director.
- 5.3 Every application must be routed through the Dean, Academic Affairs or the Registrar, as the case may be, by way of 'External Engagement Form'. Normally, the recommendation of the Dean, Academic Affairs or the Registrar, as the case may be, and its approval thereof by the Director shall be sufficient for the permission and/or release of the financial assistance. However, in exceptional cases, not covered by direct provisions of this Directive or where the financial assistance sought is beyond the limits as set by this Directive, the matter shall be referred to the Committee (SDCBC). The decision of the Committee shall be final and binding.
- 5.4 Ordinarily, the applicant seeking permission and/or financial assistance shall submit the application at least two weeks prior to the commencement of the event.
- 5.5 The application shall be duly accompanied by the relevant documents, such as, letter of invitation/acceptance from the event organiser, and so forth. The application shall also specify the facilities/subsidies provided by the organising institute, such as, travel, registration fees, lodging, etc. Similarly, if the applicant receives any financial assistance for the same purpose from any external source, he/she shall state the same in the application.
- 5.6 The applicant shall provide full and complete information in a manner prescribed for the purpose to the Dean, Academic Affairs or the Registrar, as the case may be. The Dean, Academic Affairs/Registrar may obtain information relating to the past records of the applicant concerned. The past record shall include number of cumulative leave days provided, cumulative financial assistance provided (by the University) in the Academic/Financial Year(s) concerned.
- 5.7 The applicant shall ensure that he/she shall do his/her best to deliver results as an outcome of his/her participation in such professional development and

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capacity building activities in sync with the broad goals and mandates of the University.

- 5.8 The application should specifically mention the details (intended use) of financial assistance. Some indicative components of expenditure relating to the financial assistance sought under this Directive are: (a) registration fees; (b) travel cost; (c) lodging; and (d) any other related expenses.
- 5.9 Duty leave(s) for the activities covered by this Directive shall be granted by the University in accordance with the applicable Regulations. However, in the overall interest of the University and with a view to enhance the professional development of faculty members and administrative staff, the Committee may grant extended leaves, subject to its approval by the Executive Council.
- 5.10 The applicant shall submit a report (along with all the necessary documents, such as, certificates, if any) pertaining to the activities covered by this Directive within seven working days after he/she resumes his/her duties at the University.
- 5.11 Wherever applicable, the applicant shall apply for reimbursement for the activities covered by this Directive within seven working days after he/she resumes his/her duties at the University, through stipulated form along with all the relevant documents (such as, boarding pass, railway tickets, receipts, etc).
- 5.12 A faculty member or administrative staff, against whom disciplinary proceedings are pending, shall not make an application under this Directive. Where, in consequence of such disciplinary inquiry/proceedings, punishment or penalty is imposed upon a faculty member or administrative staff in a particular year, and such faculty member or administrative staff makes an application under this Directive in the same year, then, his/her application shall be referred to the Committee, which may, taking all relevant factors into account, grant or reject the application.
- 5.13 The University shall report the total financial assistance provided to faculty members and administrative staff under this Directive to the General Council during its annual meeting. This information shall also form a part of the annual report of the University.
- 5.14 Conducting academic activities including engaging lectures at other universities, institutes, organisations, etc: In general, for conducting academic activities including engaging lectures at other universities, institutes, organisations, etc, the following guiding principles shall be followed:



- 5.14.1 Permission under this sub-clause shall be granted considering the larger interest of the University, and without affecting the academic activities of the University.
- 5.14.2 Except for fulfilling probation condition, only after completion of one year of service with GNLU, a faculty member may be permitted to conduct academic activities including engaging lectures under this sub-clause.
- 5.14.3 A faculty member, after completion of one year of service with GNLU, may be permitted to engage upto eight (08) lectures/sessions in a year.
- 5.14.4 A faculty member, after completion of five years of service with GNLU, may be permitted to engage upto sixteen (16) lectures/sessions in a year.
- 5.14.5 A faculty member, after completion of ten years of service with GNLU, may be permitted to engage upto thirty two (32) lectures/sessions in a year.
- 5.14.6 While permitting (or denying) a faculty member for conducting academic activities including engaging lectures under this sub-clause, the Director or Dean, Academic Affairs may take into account all the relevant factors, such as: annual PMAS, performance at GNLU, overall contribution to the University, etc. Additionally, a faculty member making an application under this sub-clause shall also have obtained 'Very Good' (aggregate average of 4 in the 5-point scale) in the Performance Grading of the Annul PMAS or 'Superior' remark/performance rating by the Director in the Annul PMAS at least once in the last five years as on the date of making application.
- 5.14.7 Where a faculty member makes an application for engaging lectures beyond the annual upper limit applicable to him/her, the matter shall be referred to the Committee, which may, taking all relevant factors into account, grant or reject the application. Additionally, a faculty member making an application under this sub-clause for engaging lectures beyond the annual upper limit applicable to him/her shall also have obtained 'Very Good' (aggregate average of 4 in the 5-point scale) in the Performance Grading of the Annul PMAS or 'Superior' remark/performance rating by the Director in the Annul PMAS at least twice in the last five years as on the date of making application.

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## 6.0 General Guidelines and Ceilings Applicable to Professional Development and Capacity Building Activities Organised in India: Quantum of Sponsorship and its Periodicity

6.1 The guidelines and ceilings in this clause are applicable to professional development and capacity building activities organised in India, i.e. events organised in India, although some may be of international character.

6.2 *For faculty members:*

6.2.1 Only after completion of one year of service with GNLU, a faculty member shall be entitled to financial sponsorship by the University under this clause.

6.2.2 The University shall provide financial assistance subject to the annual ceiling of ₹ 20,000, ₹ 25,000 and ₹ 30,000 to Assistant Professors, Associate Professors and Professors respectively. This annual budgetary provision may be utilised by a faculty member towards travel cost, registration fees, lodging, and the like. For instance, one may utilise it for one (01) expensive event, or for two/three/more — less expensive events, depending upon various factors, such as, distance, duration of the event, etc. Where a faculty member makes an application for financial assistance beyond the annual ceiling applicable to him/her, the matter shall be referred to the Committee, which may, taking all relevant factors into account, grant the assistance upto ₹ 50,000.

6.2.3 The upper limit of sponsorship by the University (for events organised in India) shall cease in case of a faculty member who completes twenty years of service with the University. Thus, after completion of twenty years of service with GNLU, a faculty member shall be entitled to full financial sponsorship by the University for professional development and capacity building activities organised in India.

6.3 *For administrative/non-teaching staff:*

6.3.1 Only after completion of one year of service with GNLU, a member of administrative staff shall be entitled to financial sponsorship by the University under this clause.

6.3.2 The University shall provide financial assistance subject to the annual ceiling of ₹ 5,000, ₹ 10,000, ₹ 15,000 and ₹ 20,000 to Group D, Group C, Group B and Group A staff respectively. This annual budgetary provision



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may be utilised by administrative staff towards travel cost, registration fees, lodging, and the like. For instance, one may utilise it for one (01) expensive event, or for two/three/more — less expensive events, depending upon various factors, such as, distance, duration of the event, etc. Where a member of administrative staff makes an application for financial assistance beyond the annual ceiling applicable to him/her, the matter shall be referred to the Committee, which may, taking all relevant factors into account, grant the assistance upto ₹ 30,000.

- 6.3.3 The upper limit of sponsorship by the University (for events organised in India) shall cease in case of a member of administrative staff who completes twenty years of service with the University. Thus, after completion of twenty years of service with GNLU, a member of administrative staff shall be entitled to full financial sponsorship by the University for professional development and capacity building activities organised in India.

## **7.0 General Guidelines and Ceilings Applicable to Professional Development and Capacity Building Activities Organised Abroad (International Events): Quantum of Sponsorship and its Periodicity**

- 7.1 As regards international events (seminar, conference, workshop, etc organised in a foreign country), the following provisions for financial assistance, over and above the annual budgetary provision for national events, shall apply:
- 7.2 *For faculty members:*
- 7.2.1 Only after completion of three years of service with GNLU, a faculty member shall be entitled to financial sponsorship by the University for international events. The financial sponsorship may be utilised by a faculty member towards travel cost, registration fees, lodging, and the like.
- 7.2.2 A faculty member, after completion of three years of service with GNLU, shall be eligible to financial sponsorship upto ₹ 1 lakh in a block/slab of three years.
- 7.2.3 A faculty member, after completion of five years of service with GNLU, shall be eligible to financial sponsorship upto ₹ 2 lakh in a block of three years.

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- 7.2.4 A faculty member, after completion of ten years of service with GNLU, shall be eligible to financial sponsorship upto ₹ 3 lakh in a block of three years.
- 7.2.5 A faculty member, after completion of fifteen years of service with GNLU, shall be eligible to financial sponsorship upto ₹ 5 lakh in a block of three years.
- 7.2.6 A faculty member, after completion of twenty years of service with GNLU, shall be eligible to full financial sponsorship (covering all the relevant expenditure, such as, travel cost, registration fees, lodging, etc) for one international event in a block of every two years.
- 7.2.7 A faculty member, after completion of twenty five years of service with GNLU, shall be eligible to full financial sponsorship (travel cost, registration fees, lodging, etc) for one international event every year.
- 7.3 *For administrative/ non-teaching staff:*
- 7.3.1 Only after completion of three years of service with GNLU, a member of administrative staff shall be entitled to financial sponsorship by the University for international events. The financial sponsorship may be utilised by the staff towards travel cost, registration fees, lodging, and the like.
- 7.3.2 A member of administrative staff, after completion of three years of service with GNLU, shall be eligible to financial sponsorship upto ₹ 50,000 in a block/slab of three years.
- 7.3.3 A member of administrative staff, after completion of five years of service with GNLU, shall be eligible to financial sponsorship upto ₹ 1 lakh in a block of three years.
- 7.3.4 A member of administrative staff, after completion of ten years of service with GNLU, shall be eligible to financial sponsorship upto ₹ 1.5 lakh in a block of three years.
- 7.3.5 A member of administrative staff, after completion of fifteen years of service with GNLU, shall be eligible to financial sponsorship upto ₹ 2.5 lakh in a block of three years.
- 7.3.6 A member of administrative staff, after completion of twenty years of service with GNLU, shall be eligible to full financial sponsorship (covering all the relevant expenditure, such as, travel cost, registration

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fees, lodging, etc) for one international event in a block of every two years.

7.3.7 A member of administrative staff, after completion of twenty five years of service with GNLU, shall be eligible to full financial sponsorship (travel cost, registration fees, lodging, etc) for one international event every year.

7.4 A faculty member/administrative staff receiving financial assistance under this clause for international events shall be required to serve the University (GNLU) for a minimum period of two years from the date of receiving the assistance. In case of resigning/leaving the University before the expiration of the said two-year-period, the faculty member/administrative staff concerned shall have to refund the said quantum of financial assistance to the University. The reimbursement may be effected either by self-payment or appropriate deduction from social security benefits, such as, gratuity, and the like accrued to the faculty member/administrative staff concerned.

**8.0** The expenditure arising under this Directive shall be met from the corpus of the University, and the University shall keep augmenting its corpus in order to meet overall excellence.

### **9.0 Not as a Right**

The financial assistance under this Directive cannot be claimed as a matter of right. The Director/Dean, Academic Affairs/Registrar/Committee may reject the application of a faculty member/administrative staff in appropriate cases, after recording the reasons for the same.

### **10.0 Savings Clause: Exclusion of Certain Academic Assignments**

10.1 Nothing in this Directive shall apply to those cases where a faculty member or a member of administrative staff participates in seminars/conferences, etc and the expenditure for the same is borne by some fellowship, or external organisation/institute/agency.

10.2 Research projects and consultancy assignments: Nothing in this Directive shall apply to research projects and consultancy assignments. These activities shall be governed by the Directive on 'Faculty and Staff Development: Research Projects

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and Consultancy Assignments' (GNLU/AD/47/2015) and the 'Guidelines for the Internally Funded Research Projects, 2017'.

- 10.3 This Directive shall not be applicable to the Exchange Programmes undertaken by GNLU with other Foreign Institution/s.

### 11.0 Removal of Difficulty

The 'Staff Development and Capacity Building Committee' (SDCBC) is authorised to remove any difficulty that may arise in the implementation and interpretation of this Directive. The decision of the Committee shall be final and binding.

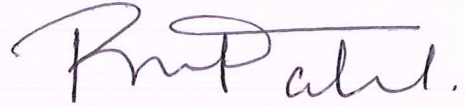
### 12.0 Commencement

This Directive shall come into force with effect from the first day of December 2017 and is subject to changes, as and when required, to ensure and promote the overall interest of the University.

### 13.0 Repeals

The External Engagement Directive (GNLU/AD/02/10) and the Faculty and Staff Development & External Engagement Directive (GNLU/AD/41/15) are hereby repealed by this Directive.

This Directive will come into force with effect from 06 December 2017.



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