

Agenda Item No. EC: 40.15**GNLU Guidelines for the Internally Funded Research Project****INTRODUCTORY**

Department Concerned	Academic Department
Reference (if any)	Agenda Item No. AC: 20.10
Financial implication (if any)	N/A
Action requested	Approval
Authority	Section 20 (12) of the GNLU Act, 2003

PROPOSAL

The Academic Council approved upon the guidelines for the internally funded research project with an aim to facilitate and strengthen fundamental and applied research in law and inter-disciplinary fields by the faculty members of the University:

- (a) individually and/or jointly with teachers, scholars, practitioners and students from within the University; or
- (b) in collaboration with public stakeholders; or,
- (c) in collaboration with private universities and institutions of India and abroad;

and, to further develop their research skills and contribute to the academic and holistic growth of the University and, thereby, contribute to the development of the overall well-being of the nation and society at large.

The Guidelines are enclosed for kind perusal of the Council.

RESOLUTION

The Council approved the Guidelines for the Internally Funded Research Project, as recommended by the Academic Council.

GUIDELINES FOR THE INTERNALLY FUNDED RESEARCH PROJECT, 2017



Gujarat National Law University

**GUJARAT NATIONAL LAW UNIVERSITY
GANDHINAGAR, GUJARAT, INDIA**

2017

Table of Contents

Sr. No.	Content	Page No.
1	Title and Commencement	3
2	Definitions	3
3	Framework of the Scheme	3
4	Selection of Research Proposal	4
5	Composition of the Panel	4
6	Procedural Steps for the Execution of the Research Project	4
7	Monitoring of the Research Project	6
8	Finance and Account	6
9	Miscellaneous	7

GUIDELINES FOR THE INTERNALLY FUNDED RESEARCH PROJECT- 2017

1. Title and Commencement

- 1.1 These Guidelines may be called as “GNLU Guidelines for the Internally Funded Research Project 2017”.
- 1.2 These Guidelines shall come into force from the date of approval of the Academic Council of the University.

2. Definitions

In these Guidelines, unless the context otherwise requires:

- 2.1 “Budget, Accounts and Finance Section” means the Budget, Accounts and Finance Section of the University.
- 2.2 “Co- Investigator” means an individual recognized by the Principal Investigator as someone making a significant contribution to a project.
- 2.3 “Director” means the Director of the University.
- 2.4 “Dean” means the Dean of the Research and Publication Division of the University.
- 2.5 “Expert” means an expert in the relevant area having significant experience pertinent to the project.
- 2.6 “Grant Order” means the allocation letter approving the research project issued by the Dean to the Principal Investigator / Co- Investigator.
- 2.7 “Panel” means the Panel constituted by the Dean in consultation with the Director as stated in Clause 5.
- 2.8 “Principal Investigator” means the holder of a research grant and the lead researcher of a project.
- 2.9 “Project Code” means the code assigned to the project in grant order by the Dean.
- 2.10 “Researcher” means and includes any fulltime, part-time, ad-hoc, or contractual faculty of the University.
- 2.11 “University” means the Gujarat National Law University, Gandhinagar.

3. Framework of the Scheme

The University gives special emphasis on research activities as it is a Research Based Teaching University. In pursuance of the same, these guidelines aim to facilitate and strengthen fundamental and applied research in law and inter-disciplinary fields by the faculty members of the University:

- (a) individually and / or jointly with teachers, scholars, practitioners and students from within the University; or
- (b) in collaboration with public stakeholders; or,
- (c) in collaboration with private universities and institutions of India and abroad;

and, to further develop their research skills and contribute to the academic and holistic growth of the University and thereby, contribute to the development of the overall well-being of the nation and society at large.

4. Selection of Research Proposal

The Research Council of the University shall evaluate the Project Proposal submitted by the Principal Investigator.

5. Composition of the Panel

The Dean, in consultation with the Director, shall constitute a Panel from amongst the faculty members of the research cadre, other faculty members from the University and, experts from outside the University in the relevant field for the purpose of project monitoring and evaluation.

6. Procedural steps for the execution of the Research Project

- 6.1 The duration of the research project shall be the same as assigned to the Principal Investigator/Co-Investigator in the grant order of research project issued by the Dean. The Principal Investigator/Co-Investigator shall complete his/her research project within the limits of time granted to him/her.
- 6.2 The Principal Investigator and Co-Investigator may be granted duty leave for a maximum period of 45 days in a year during the ongoing research project for the purpose of field work. However, if the Panel deems fit, additional days may be granted as duty leave
- 6.3 The Principal Investigator/Co-Investigator who is engaged in academic assignments shall be granted duty leave in consultation with and through the Dean, Academic Affairs of the University
- 6.4 Any changes in the execution of research project shall be apprised to the Panel and the Panel may give its assent for the same. These changes may include any change in objective of the

research project, change in the territorial limits of the research project, change in time limit of the research project, change in the preferential activity, change in project assistant or field survey assistant etc.

- 6.5 The Principal Investigator/Co-Investigator shall have discretion to select and decide on the quality, composition and quantity of the consumables and other raw materials required for the Research Project.
- 6.6 A researcher may collaborate with subject area expert(s) from outside the University mentioning his/her name as Principal Investigator / Co-Investigator in the proposal.
- 6.7 If the Principal Investigator / Co-Investigator is from an institute other than GNLU then he/she shall be considered as an external Principal Investigator / Co-Investigator. Any part of such research project may be carried out at GNLU and/or in the collaborating Institute, as appropriate.
- 6.8 If the project / part of the project is carried out with collaborating Institute the following clauses shall be applicable:

- (a) To carry out the interdisciplinary research project and field study, consumables and instruments / part of instruments may be procured by the collaborating Institute.

Explanation: For the purpose of this sub-clause, a consumable is one time usable item, while, an instrument / part of instrument is a permanent item.

- (b) The permanent item acquired solely or mainly out of the grant, shall bear a label "GNLU funded with the Project Code".
- (c) The collaborating Institute shall maintain a separate record in the form of register for status and usage of the instrument. On completion of the project, instrument / part of instrument will generally be allowed to be retained by the collaborating Institute, and, a list of all permanent items procured from the project funds along with cost, date of purchase, and suggestion for disposal of the items shall be sent to GNLU.
- (d) The research papers and publications based on the result of the research project shall clearly acknowledge the lead role played by the GNLU by mentioning "GNLU funded with the Project Code". Copies/ reprints of the papers/articles published shall be forwarded to GNLU as and when published.
- (e) After completion of the project the instruments funded by GNLU shall be used in its long term relationship with the collaborating Institute to carry future interdisciplinary research work.

- 6.9 The Principal Investigator/Co-Investigator shall be responsible for hiring, selection/ appointment, day to day functioning, and supervising of the project assistant/ field survey assistant. The number of field visits and external engagement of project assistant/ field survey assistant shall be decided by Principal Investigator/Co-Investigator, time to time.
- 6.10 The University shall provide to the project assistant/field survey assistant basic infrastructure necessities including office cabin with IT facilities & furniture, accommodation (on payment basis) and other essentials required for execution of the project.
- 6.11 The day to day monitoring and performance evaluation of project assistant/ field survey assistant, as the case may be, shall be done by the Principal Investigator/Co-Investigator and only after the recommendation/report of the Principal Investigator/Co-Investigator, remuneration of project assistant/ field survey assistant shall be released.
- 6.12 The budget and duration of the research project shall be the same as has been assigned to the Principal Investigator/Co-Investigator in the grant order of the research project issued by the Dean. The Principal Investigator/Co-Investigator shall complete his/her research project within the limits of duration allotted and the fund allocated to him/her.
- 6.13 The Principal Investigator/Co-Investigator shall justify the budget components to the Panel. The Panel may give remarks for justified excess amount, if any. The same shall be communicated to the Dean along-with the proposal. Excess spending shall be allowed only with prior approval of the Panel but generally should be avoided.
- 6.14 The Principal Investigator/Co-Investigator shall be provided with an advance sum of Rs. 10,000/- as imprest money.
- 6.15 It is the individual and joint responsibility of the Principal Investigator and his/her team and the Dean to ensure that all funds are utilised and accounted in the prescribed manner. The University retains the right to recover any money spent in a fraudulent manner or for any undue purpose from the Principal Investigator and his/her team. The University will release money after ascertaining satisfactory progress of each step of the research project, and, the final amount due will only be released upon completion of the research project submitted to and approved by the Research Council and/or funding agency, as appropriate.

7. Monitoring of the Research Project

- 7.1 There shall be an interaction meeting of the Principal Investigator/Co-Investigator with the Panel in every three months. The Principal Investigator/Co-Investigator shall communicate the progress of past three months and propose the action plan of next three months.

- 7.2 The period and number of such meetings shall be decided according to the need of research project by the Research Council, and the same shall be communicated to the concerned Principal Investigator/Co-Investigator two weeks before the scheduling of the meeting.
- 7.3 On completion of the project, the Principal Investigator/Co-Investigator shall make a presentation before the Panel. After an assent from the Panel, the Principal Investigator/Co-Investigator shall prepare the report of the research project and shall submit the same to the Dean.
- 7.4 The Dean Research shall endorse the said report to the Director and issue a project completion letter to the Principal Investigator/Co-Investigator.
- 7.5 The Director shall give an approval for the publication of the report, either through in-house or an external publisher, as the case may be.

8. Finance and Account

- 8.1 The Budget, Accounts and Finance Section shall provide an advance sum of Rs. 10,000/- as imprest money to the Principal Investigator/Co-Investigator, and subsequent sums time to time from the budget of the research project, after the same being forwarded through the Dean..
- 8.2 The Principal Investigator/Co-Investigator shall incur expenses according to the approved budget in the grant order of the research project. The Principal Investigator/Co-Investigator shall produce each bill/challan/invoice or voucher of expenses to the Budget, Accounts and Finance Section. The Budget, Accounts and Finance Section shall clear the bill/challan/invoice or voucher and give receipt of payment clearance.
- 8.3 The Principal Investigator/Co-Investigator does not require approval for incurring expenditure up to Rs. 15,000/- for the Research Project. If the expenditure is more than Rs. 15,000/- and up to Rs. 50,000/- then the Principal Investigator/Co-Investigator shall take prior approval of the Dean. If expenditure is more than Rs. 50,000/- and up to Rs. 1,00,000/- then the Principal Investigator/Co-Investigator shall take prior approval of the Director. If expenditure is above Rs. 1,00,000/- the Principal Investigator/Co-Investigator shall proceed through a tender.
- 8.4 The external Principal Investigator/Co-Investigator shall incur expenses as stated in Clause 8.3 and shall produce each bill/challan/invoice or voucher of expenses to Budget, Accounts and Finance Section through Principal Investigator/Co-Investigator from the University.
- 8.5 The Principal Investigator/Co-Investigator shall submit a Statement of Expenditure to the Budget, Accounts and Finance Section within 15 days of completion of the project. The

Budget, Accounts and Finance Section shall issue a Utilization Certificate to the Principal Investigator/Co-Investigator, within 15 days of receipt of Statement of Expenditure.

- 8.6 The external Principal Investigator/Co-Investigator, may be paid a fixed sum of money as honorarium, remuneration, consultation charge, allowance, or in any other form as decided by the Director.

9. Miscellaneous

- 9.1 The Director shall be the final authority for the approval of the research project and interpretation of these Guidelines. In case of any conflict, the decision of the Director shall be final.
- 9.2 Notification about this scheme shall be issued twice a year through the website of the University.

Contact

Office of Dean Research

Gujarat National Law University

Attalika Avenue, Knowledge Corridor,

Koba-Gandhinagar-382426 (Gujarat), INDIA

Tel: +91-7923276611/12 | Fax: +91-7878186624/+91-79-23276613 |

Mobile: +91-8128650845 | Website: www.gnlu.ac.in