



Gujarat National Law University

Gujarat National Law University
Administrative Directive
GNLU/AD/03/10

Subject: Participation in GNLU Public Events

1.0 Purpose

GNLU organises on a regular basis several public events. A number of events are considered important with mandatory participation of faculty and students alike. It has been noticed that several public events are sparsely attended by the expected participants of GNLU. One can hardly underestimate the value of participation for his/her own interest, collective interests of the GNLU and legal community as a whole.

With a view to ensure presence of expected/required participants of GNLU, the following guidelines shall be implemented.

2.0 Scope

The guidelines are applicable for GNLU organized public events and those events which are expressly designated and communicated in a timely manner as mandatory participation.

3.0 Students

3.1 If any student participant remains absent, he/she shall be considered as absent in the subsequent two regular teaching days.

3.2 Absent student participants shall not be entitled to any discretion such as

- a attendance exemption,
- b recommendation of GNLU for any purposes including higher studies,
- c participation in conferences/moots/external event attended by GNLU,
- d grace marks, if case be,
- e any financial assistance,
- f any awards, such as Best Outstanding Award, etc.

3.3 Hostel Administrator and Event Coordinator are separately and individually responsible to keep the records of presence/absence which shall be given to all faculty members for their information. A copy shall be sent to concerned parents.

3.4 The consolidated records of individual students shall be made available to individual faculty before the end of Semester for the purposes of considering their absence in awarding appropriate discipline related marks.

3.5 Registrar shall maintain the database/records showing records of individual student's participation in various public events for the above purposes.

4.0 Academic and Administrative Staff Members:

4.1 If any academic/administrative staff member participant remains absent, he/she shall be considered as absent in the subsequent one regular working day.

4.2 Absent academic/administrative staff members may be subject to appropriate remedial measures as determined by the Director in consultation with the Head of Departments, Registrar and Planning and Coordination Officer, on a case by case basis.

Measures may include among others

- i) leave restriction and grant where discretion is required,

- ii) recommendation of GNLU for any purposes including higher studies or application for jobs elsewhere,
- iii) participation in conferences/moots/external event attended by GNLU,
- iv) salary increment and performance ratings,
- v) any financial or such other assistance, and
- vi) any other measures as provided in GNLU regulations.

4.3 Deputy Dean of Academic Affairs and Registrar, as appropriate, shall be responsible to keep the records of presence/absence which shall be given to all academic and administrative members for their information. A copy shall be sent to the Director, Registrar, the Dean of Academic Affairs and the Head of Personnel.

4.4 The consolidated records of individual academic/administrative staff member shall be made available to Director/Registrar before the end of Semester for the above purposes

4.5 Deputy Dean of Academic Affairs and Registrar, as appropriate, shall maintain the database/records showing records of individual faculty/staff participation in various public events for the above purposes.

Effective compliance on part of responsible officers including warden to create/maintain/transmit records, etc. shall be considered while assessing the year-end performance review. Absent academic/administrative staff member or student shall explain in writing to the concerned supervisor/class coordinator reason(s) for absenteeism. In case of medical reasons, a certificate from recognized doctor shall be given to the concerned officer for his/her verification. Student/academic/administrative staff member may seek permission of leave for absence from participation in advance, if he/she anticipates any impending physical involvement which can prevent him/her from participation.

To avoid inconvenience to other academic, administrative staff members or students and to ensure effective and efficient academic and public event schedule, faculty members shall give due consideration to the continuous evaluation schedule while organizing the events.

This administrative directive comes into force from 5 October 2010.

Bimal N. Patel
Director