



Gujarat National Law University

**Administrative Directive
GNLU/AD/41/15**



Gandhinagar, Monday, 20 July 2015

**Subject: Faculty and Staff Development & External Engagement Directive-
2015**

1. Purpose

The object of Faculty and Staff Development and External Engagement is to advance, disseminate learning, knowledge and to encourage active participation in academic, research, training and extension activities and to contribute to professional and personal development of individual among faculty and staff members, within the broad aims and objectives of the GNLU. This directive contains guidelines which shall be adhered to by all staff members. The Faculty and Staff Development Committee shall ensure the implementation and compliance of this directive.

2. External Engagement Committee & their roles

Members for Policy Monitoring	
1. Director	Chairman
2. Registrar	Member
3. Dean, Academic Affairs	Member
4. Dean, Research	Member
5. Dean, Extension and Training	Member
Members for, administration, HR record, Optimum utilisation of resources, Audit and financial record keeping	
5. Head, HR	HR head shall maintain print and electronic records of all external engagements of all staff members of the University.
6. Head, Accounts Department	Head, Accounts Department shall ensure optimum utilisation of resources and shall keep all financial records pertaining to the EEF for perusal by the Committee.

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3. Procedure:

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

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

3.1 In accordance with Para 03, any staff member who receives a request for performing any of the above activities shall, obtain prior approval before undertaking the assignment through proper channel.

3.1 The staff member shall provide full and complete information in a manner prescribed for the purpose to the Registrar; Dean, Academic affairs; Dean, Research; Dean, Extension and Training, as appropriate. The Registrar; Dean, Academic Affairs; Dean, Research; Dean, Extension and Training shall obtain information on the past records of the concerned staff member from the Head of Human Resources. The past record shall include number of cumulative paid/unpaid leave days provided, cumulative financial assistance offered or obtained by the applicant, follow-up made by the applicant, if appropriate.

3.2 As a normal practice, the Registrar/Dean shall consider and advise the Director, however, when the engagement involves substantial funding or the duration of the engagement is such that it may have indirect impact on functioning of the University, such requests shall be considered by the Whole Committee.

4. Additional:

4.1 Duty Leaves can be granted for attending the activity as stated in Para 03 or as per the approval of Director, through Registrar/Dean or the Committee.

4.2 A duty leave of maximum eight calendar working days can be granted to a staff member (who is invited to present a paper in seminar/conference or participate in a workshop) in an academic year.

4.3 Orientation or refresher courses can be attended by staff members, during the academic vacation period or with prior approval of the Director.

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- 5 Staff members shall ensure and undertake that they have fully and duly complied with all pending assignments prior to undertaking the external assignment.
- 6 A staff member may be provided with the financial assistance according to their pay-scale. Staff member shall serve at least 6 months, 1 year or 2 years, if an assistance of an amount upto ₹ 10,000; ₹ 15,000; or ₹ 25,000, respectively, is made in the preceding academic year. In case of failure in serving the University for the period, as stipulated above, the staff member shall reimburse the professional development investment, on a pro rata basis, as decided by the Committee. The University shall deduct the said amount from the dues outstanding to staff member before his/her separation. In no case, financial assistance towards an individual faculty/staff development shall exceed maximum of 50,000 INR per academic year, with special permission from the Committee. This upper limit does not apply in those cases where the University is undertaking faculty or staff exchange or such other activities as part of the overall institutional development.
- 7 In case, if a staff member is called upon to prepare study material/design and development of course material or similar types of activities, he/she can accept only one such assignment per semester with prior approval of the committee.
- 8 In case of delivering lectures at other academic institutions, a staff member shall deliver such lecture(s) normally on Saturday/Sunday. However, a case-by-case approval can be considered when a proposed arrangement is beneficial in the larger interests of the GNLU and faculty/staff member. In no case, however, any engagement can be permitted during the core academic hours. A faculty member can deliver maximum 08 lectures (each of one hour duration) per academic year and can avail one additional hour for travel, etc. (Lecture here means stand-alone lecture only and without any additional administrative, coordination, examination responsibility concerning the subject-lectures.)
- 9 Faculty/staff member shall take a fresh approval of any external engagement in every semester.
- 10 Faculty/staff member shall submit a detailed report after participating in said engagement along with a copy of certificate received (if any).
- 11 Faculty/staff member shall apply for reimbursement within seven working days after re-joining the duty at GNLU, through stipulated form along with a copy of report, original travel ticket (boarding passes in case of air travel), original receipt registration, wherever applicable.
- 12 If a faculty/staff member receives an honorarium (financial assistance) from the external institution and not in any form from the University, he/she should pay 30% of the amount received as an honorarium to the University. This is not applicable to the Exchange Programme undertaken by GNLU with other Foreign Institution/s.
- 13 In case, when a staff member is assigned by the GNLU to perform external assignment and receives any financial remuneration, he/she shall deposit 70%

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- of the said amount to the University. This is not applicable to the Exchange Programme undertaken by GNLU with other Foreign Institution/s.
- 14 Faculty/staff member shall ensure that he/she shall do his/her best to deliver results as an outcome of his/her participation in professional development activities and shall serve the University accordingly.
 - 15 Before granting any financial assistance the External Engagement Committee shall take into consideration the honorarium/financial assistance received by an employee from external organisation in lieu of external engagement undertaken by an employee.
 - 16 Faculty/staff members who have not completed minimum three years service in GNLU or serving the probation are not eligible for the benefits under this directive; however the Director, in consultation with External Engagement Committee may approve the External Engagement request of such staff members.
 - 17 This External Engagement directive does not establish any right, whatsoever. External Engagement Committee has the discretion to approve/reject or partially approve the External Engagement Request.
 - 18 While approving the External Engagement request the Registrar/Dean will consider peer review feedback, student feedback, PMAS, or any other criteria as required for further recommendation.
 - 19 Removal of difficulty: The Committee 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.

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

Signed Bimal N. Patel

Bimal N. Patel
Director

DIRECTOR

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