



Gujarat National Law University

**Administrative Directive
GNLU/AD/42/15**

Gandhinagar, Monday, 20 July 2015

**Subject: GUIDELINES GOVERNING GNLU EXTENSION AND TRAINING
COUNCIL, PROGRAMS AND ACTIVITIES**

1 Objective and Purpose:

Whereas the GNLU Extension and Training Council, hereafter referred as GEXTRA, is established to undertake the extension and training activities that facilitates extension of GNLU knowledge and resources for the wider benefits of its students and the society at large and thus contributes to the realization of one of the important objects of GNLU Act 2003, it becomes pertinent that the GEXTRA issues necessary guidelines that ensure the delivery of functions under its purview in a most efficient and effective manner. GNLU aims to provide excellent Legal and Regulatory Training Institution for policy-makers, executives of industry and corporate houses, various associations, scholars, members of judiciary and bar, teachers, students, civil society institutions, and thus to emerge as the excellent academic partner with the institutions of law-making, implementation, judiciary, industry and civil society at large.

1.0 GNLU Extension and Training Council

GNLU Extension and Training Council (Email Group ID: gextra@gnlu.ac.in)	
1. Director	Chairperson
2. Dean, Extension and Training	Vice-Chairperson; shall convene and conduct meetings and give preliminary approval of all proposals for subsequent approval by the Registrar and the Director
3. Three (3) Members	Member
4. Registrar or his/her nominee	Member
5. Extension and Training Officer	Secretary
Members for administration, HR record, Optimum utilisation of resources, Audit and financial record keeping	
1. Extension and Training Officer	He/she shall maintain and print electronic records of all extension and training programs and activities and shall liaise closely with the Section Officer (Budget, Accounts and Finance) to ensure proper administrative, reporting and all related

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	tasks.
2. Section Officer (Budget, Accounts and Finance)	He/she shall ensure optimum utilisation of resources and shall keep all financial records pertaining the extension and training for perusal by the Council.

2 Extension and Training activities under the purview of GEXTRA:

- 2.1 All the Extension and training activities organized by (i) GNLU Director (ii) various Centers of the University, (iii) by faculty members in advanced specialization area of their subjects, or (iv) by the GEXTRA members themselves shall come under the purview of GEXTRA.
- 2.2 Extension and Training activities that could be organized by various stakeholders as mentioned in clause 2.1 herewith shall be in the form of Workshops, Seminars, Conferences, Training Programmes, Short Term Certificate Programmes, Symposiums, Educational Programmes in Distance, Online and Part-time mode, or any other form which the GEXTRA deems fit. Seminars and conferences are having a dominant purpose of extension with more publication participation. While all other programs and activities aim to contribute to enhanced learning of students, faculty and staff and aim to make useful policy-interventions, policy-implementation among GNLU and external participants. The Convocation and organization of Guest lectures by subject faculty shall not fall within the purview of GEXTRA.

3 Roles and Responsibility of GEXTRA

- 3.1 Every proposal of extension and training activity (hereafter referred as “the Proposal”) described in clause 2 and in the format shown in Annexure 1, shall be routed through GEXTRA.
- 3.2 Proposer shall forward the proposal to GEXTRA through Secretary GEXTRA by handing over in person and once the approval or rejection is sanctioned for the programme, the proposer shall be communicated by the Secretary GEXTRA to receive the proposal from his/her desk.
- 3.3 GEXTRA comprising of Dean GEXTRA and GEXTRA Members shall be responsible in vetting, scrutinizing, appraising, and approving the proposals it receives from various stakeholders as mentioned in clause 2.1 here above. GEXTRA, if it deems fit, may consult faculty associated with the subject area for scrutinizing the proposal.
- 3.4 An indicative list of factors which may be taken into consideration by GEXTRA while assessing any proposal are as follows:
- 3.4.1 Realization of Object and Purpose of GNLU Act 2003 and Harmony with the GNLU Vision;
- 3.4.2 Advancement of Legal and interdisciplinary education;
- 3.4.3 Academic growth of the GNLU, its faculty, its students;
- 3.4.4 Academic growth of participants from government departments, industry, students from other universities/ institution and society at large;

- 3.4.5 Recommendation of the subject expert;
- 3.4.6 Brand Building of the GNLU;
- 3.4.7 Rationale and Content of the Course;
- 3.4.8 Object and rationale of Proposer
- 3.4.9 Target group;
- 3.4.10 Financial Viability of the programme;
- 3.4.11 Any other relevant factors.

- 3.5 The acceptance or rejection of the proposal shall be communicated to the proposer of the programme by Secretary GEXTRA within maximum ten (10) days from the date of the reception of the proposal by the Secretary GEXTRA from the proposer.
- 3.6 GEXTRA shall organize and coordinate for the infrastructure requirements such as logistics, boarding, class room arrangements, etc. to facilitate smooth functioning of the extension and training activities.
- 3.7 While the GEXTRA Council shall be the approving authority through Registrar – GNLU and Section Officer (Budget, Accounts and Finance), the Director shall make a final decision with regards to the organization of the program.
- 3.8 GEXTRA Council shall normally hold a meeting on second and fourth Friday every month to deliberate the ongoing and future programmes under its purview.
- 3.9 In general, following will be the ideal number of programmes* GEXTRA shall be approving:

Type of Activity	No. of Programs (January – April & July - October)	No. of Programs (May – June & November - December)
Conferences + Seminars	Maximum 5 per semester	Maximum 4 (2 in summer & 2 in winter)
Short term Certificate / Credit Courses	Maximum 8 per semester	Maximum 4 (2 in summer & 2 in winter)
Special training programs and workshops	Maximum 5 per semester	Maximum 4 (2 in summer & 2 in winter)
Total activities to be undertaken	Maximum 24 per semester	

* "The number of programs are indicative. Depending upon the circumstances and approval by the Academic Council, the University may offer more programs to fulfill its object under the GNLU Act 2003."

4 Roles and responsibility of Proposer of the Extension and Training Activity:

- 4.1 Proposer willing to propose any extension or training activity shall be responsible for providing the GEXTRA with duly filled GEXTRA Form in Original. The format of GEXTRA Form (Proposal) is shown hereunder in Annexure 1.
- 4.2 Proposer is required to abide by the notice period concerned with forwarding the proposal to the GEXTRA. Ideally the notice period for activities of different level shall be as ascribed herewith.

Nature of Activity	Proposal shall be forwarded
State Level activity	at least 30 days prior to the commencement of activity
National Level activity	at least 60 days prior to the commencement of activity
Regional and International Level	at least 90 days prior to the commencement of activity

- 4.3 In unavoidable or exceptional cases, the GEXTRA Council may consider the proposal which otherwise does not fall under the ambit of notice period as ascribed in the Clause 4.2 herewith.
- 4.4 The costs reflected in the proposal format specified in Annexure -1, may not be exhaustive in nature. Hence, proposer is requested to reflect all the possible costs that are to be incurred in the extension and training activity proposed by him/ her.
- 4.5 Proposer shall note that the air tickets for resource persons shall normally be booked by the GNLU, however, where the overall cost to the University is less than if purchased by the user, then, the University will reimburse the claim. The University's policy allows for most reasonable economy class air tickets only.
- 4.6 Proposer/ coordinator should fill the Travel Reimbursement Form to claim for the travel expenses incurred in the programme. The format of Travel Reimbursement form is ascribed in Annexure 4.
- 4.7 For residential programs, the proposer of the program may preferably organize at least one yoga session and a sport event for the participants in coordination with the Assistant Director of Sports, GNLU.

5 Expenses and Funding:

- 5.1 The University shall allocate funding for general as well as specific training and extension programs and activities in each financial year. The University shall allocate seed grant for such programs not less than ₹ 10 lakh for each financial year.
- 5.2 Extension and Training activities proposed by proposers should be financially viable; i.e. all the costs incurred in the programmes are being recovered from the revenues earned out of the programme fees. It is duly recognized, however, that the University being a premier national law university has a larger social goal and obligations towards the Society, hence, it may subsidise programs depending upon the overall object and purpose of the program. Furthermore, certain programs and activities may require initial investment which could generate useful revenue for the University in the long-run.
- 5.3 Resource person of the programme approved through GEXTRA shall be compensated as per the existing University norms. The current norm has the provision of payment ranging from ₹ 1,000 per session to ₹ 10,000 per session.
- 5.4 If the resource person for the programme mentioned in Clause 5.3 is the in-house faculty, he/she should be reimbursed ₹ 1,000 per hour. However, if the program funding agency is other than GNLU, the honorarium of in-house faculty resource person may be decided by the sponsoring agency. The in-house faculty who has arranged/ organized Credit Course as part of his Employment Contract with the University shall not be compensated for his/ her being a resource person or the coordinator of the course.
- 5.5 Coordinator of the GEXTRA approved programme (which is not the part of GNLU Centres) shall be paid ₹ 5,000 per programme or 10% of the Net Income (after deduction of 30% from Net Income to the GNLU GEXTRA Corpus fund) of the programme whichever is higher.

However, if in-house faculty is coordinator as well as one of the resource persons of the program, the maximum number of paid lecture (of ₹ 1,000 per session) shall be 2 (two). The amount given to the organizer/convener shall be appropriately distributed by him/her among organizing committee members and other faculty and administrative staff members, in form of honorarium, as per his/her decision on a project to project basis. There shall be no right on part of the convener/organizing committee members to claim a particular amount from the University.

- 5.6 Coordinator of the GEXTRA approved programme (part of GNLU Centres) shall not be remunerated. Though, final decision about the payment of remuneration lies at the discretion of the Centre Director in consultation with University Director. However, the remuneration shall not exceed beyond ₹ 5,000 per programme or 10% of the Net Income (after deduction of 30% from Net Income to the GNLU GEXTRA Corpus fund) of the programme whichever is higher. Notwithstanding clauses 5.5 and 5.6, the Internal Core Committee may decide reduced or increased honorarium, depending upon the circumstances, achievements and any other factors it may determine appropriate.
- 5.7 In order to expedite the payment mechanism, proposer is advised to submit corresponding bills and vouchers and bank details of resource persons or coordinator or facility providers along with duly filled Internal Memorandum (hereafter referred as "Inter Memo") to the Registrar office within maximum 6 (six) working days. The format of Inter Memo is shown in Annexure 1. Proposer is advised to pen down the Sr No of the activity as reflected from the approved GEXTRA Form on every bills and vouchers. Broad accounting guidelines are ascribed in Annexure .
- 5.8 Since the Budget, Accounts and Finance Division prefers RTGS/ NEFT Transaction over issuance of cheque for the payments referred in Clause 5.5, proposer is advised to ensure that he/ she has the bank details such as Bank Account No, IFSC Code, and type of Bank Account (Current/ Saving account) of the parties who are to be reimbursed or remunerated.
- 5.9 Secretary GEXTRA in coordination with the designated personnel from the BAF Department shall ensure that the payment cycle gets completed within maximum 10 (ten) working days.
- 6 Each organizer shall ensure submission of general and financial report to the University within 15 days of completion of the event. The organizer shall ensure to update GNLU webpage, provide succinct report for the inclusion in GNLU official documents such as Annual Report, etc. The organizer shall ensure feedback for each of the events which shall be an integral part of the General Report. The report shall be discussed by the GNLU Internal Core Committee and if there is any suggestion, the same shall be given to the organizer with a view to enhance the overall quality of the program. The Organizer shall ensure to give complete details of participants and resource persons in electronic form to the Information Communication Department. The organizer shall ensure that list of participants with their details are updated on the GKundli (GNLU Internal Electronic Database) within 30 days of submission of the information.
- 7 If the organizer fails to submit general and financial report to the University in a timely manner, the University may initiate necessary administrative and financial measures to ensure necessary discipline against the organizer. These measures may include but not restricted to,

non-granting of permission to organize program by the concerned organizer, deduction or retention of financial amounts from salary or other dues, etc.

- 7.1 The Organizer shall be responsible for the timely completion of the project and submission of final report to the University or funding agency through the office of Dean Extension and Training.
- 7.2 Some indicative components of expenditure relating to programs and activities are: (a) honorarium for Organizer, other faculty members(s) and other member(s); (b) visiting expenses for visits of faculty members and other staff; (c) cost of materials/consumables; (d) hiring of temporary staff, if needed; (e) expenses of the field work; (f) cost of additional equipment, if needed; (g) expenses incurred in preparation of progress report; and (h) any other expenses not covered as above.
- 7.3 The University may retain the balance amount (i.e. total project cost *minus* total expenditure).
- 7.4 The disbursement of the honorarium to the Organizer and other members involved in the project shall be as per the terms spelt out in the approved proposal. Any deviation from the heads of accounts spelt out in the approved proposal shall be implemented only after taking permission from the Gextra Council.
- 7.5 The disbursement of the honorarium to the Organizer and other members involved in the project shall be subject to the submission of report to the project granting organization/institute, and its intimation to the University [Dean, Gextra].
- 7.6 The statement of expenditure and utilization certificate will be prepared within 15 days of completion of the event for annual financial reporting purposes, in consultation with the Section Officer (Budget, Finance and Accounts). The Project Organizer shall ensure that any outstanding dues from participants/other agencies are received by the University. He/she shall make all attempts to achieve the result.
- 7.7 **Liability and Separation from Services:** Extension and Training Officer shall provide information to Assistant Section Officer (Human Resources) to update the electronic records of all extension and training programs/activities undertaken by or assigned to the concerned faculty and staff. In case if any member of the Program/activity leaves the University without completion of the project, he/she shall be liable to reimburse the expenses incurred and meet all liability arising out of the project as determined by the University and the funding agency as appropriate. Any outstanding dues can be disbursed only after ascertaining that no financial liability remains outstanding on part of the faculty/staff towards the University or on part of the University towards a third party.
- 8 GEXTRA has the right to amend the foregoing Guideline taking into confidence the Office of Director- GNLU. All existing guidelines stand corrected to the extent in consonance with these guidelines.
- 9 In case of any difficulty arising out of interpretation or application of these guidelines, the decision of the GNLU Internal Core Committee, consisting of Dean of Academics, Dean of Research, Dean of Extension and Training, Dean of Students Welfare, Registrar and Officer on Special Duty, shall be final and binding.
- 10 The Guidelines shall come into effect from 1 July 2015.

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Signature

Bimal N. Patel
Director

Annexure 1: Format of GEXTRA Form
Form for organizing Training and Extension Programmes
Sr. No & Date:

Particular	Details
Name of the Proposer	
Sign of the proposer	
Name of the members of the Organizing Team	<div style="border-bottom: 1px dashed black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dashed black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dashed black; height: 15px;"></div>
Type of Activity : {Seminar/Conference/ Project/Special Lecture/Training or Certificate Course/ Competition/ Other activity (Specify)}	
Theme of the Activity (Title of the activity)	
Date of commencement of the Activity	
Duration of the Activity (in terms of days)	
Venue of the Activity (Vitaan/Conference Hall/ Class room). If class room, then hall number(s)	
Part of Centre / GNLU Budget Activities (Yes/No). If Yes, Name of the Centre/Name of Budgeted Activity (): If Yes, Please fill in details mentioned in (A) If No, Please fill in details mentioned in (B)	
A. Total Budget required (in rupees) of the Activity	
(To be filled in by Account Section)	
Details of the budget allotted for the Activity, if any.	
(a) Budget Code (Year:) and Allocation Amount	
(b) Amount spent as on date of request from allotted Budget, Year.....	
(c) Amount available as on date of request from the allotted Budget, Year.....	
B. Flotation budget required (in rupees) of the Activity	
(To be filled in by Proposer)	
I. Estimated revenue generation:	
(a) Participation fees	
(b) Sponsorship	
(c) Any other	
II. Total Estimated Expenses (As per Annexure A):	
III. Estimated Net Revenue: (I - II)	
IV. Contribution to GEXTRA Corpus Fund (30% of III):	
V. University Corpus (70% of III):	
VI. Coordinator's remuneration: 10% of V or ₹ 5,000 (Whichever is higher)	

Annexure A

Details of Expenditure		Total Expenditure in ₹
a) Travel (air/train/car/public transport): From – To		
b) Travel between Airport and GNLU (24 km – one way, ₹ 11/km for bus and ₹ 5/km for car)		
c) Boarding		
d) Lodging		
e) Honorarium		
f) Mementos		
g) Abstracts & Proceedings		
h) Stationary		
i) Communication		
j) Facility / Administrative charges (10% of total expenditure)		
k) Overtime		
l) Miscellaneous (5 % of total of (a to k))		
Total Amount		
Approved By: Dr. Viral Pandya Dean, GEXTRA	Through: Budget, Accounts and Finance Department	Through: Dr. Thomas Mathew Registrar (I/C)
To: Dr. Bimal N. Patel; Director	Remarks	

Note:

i) Sr. No. shall be filled in by the secretary of GEXTRA.

ii) Minimum Notice Period for any activity:

- For State Level-30 calendar days,
- National Level- 2 months, regional
- Regional and International Level – 3 Months

Original Copy: Office of GEXTRA

CC: 1. Registrar, Accounts department, Proposer

Annexure 2: Format of Inter Memo



Gujarat National Law University

**GUJARAT NATIONAL LAW UNIVERSITY
INTERNAL MEMORANDUM**

To:	Date: DD/ MM/ YYYY
From: Name & Designation of Proposer/ Coordinator of the Program	Ref: Sr No of the Program from the duly approved GEXTRA Form
Subject:	

Respected Sir,
Description of the payment details along with bank details

Thank you.

Enclosure:
Bills, vouchers, tickets, etc

Action/Recommendation

Rup.

Annexure 3: Broad Accounting Guidelines

1. BAF Department shall grant Rupees Two Thousand only (₹ 2000/-) in the form of petty cash. However, the expenses made against the petty cash must be settled within 15 days from the day the proposer/ coordinator received petty cash.
2. Proposer/ coordinator is advised to take advances in order to meet incidental costs. Such advances shall be limited to Rupees Ten Thousand only (₹ 10,000/-) and shall be credited to the account of the proposer/ coordinator within 2 (two) working days by the BAF Department.
3. Proposer/ coordinator should fill the Travel Reimbursement Form to claim for the travel expenses incurred in the programme.
4. Proposer/ coordinator is requested to take the IFSC Code, Bank Account No and Type of Account (Saving/ Current) of the people who are to be reimbursed or rewarded with honorarium.

Annexure 4: GNLU Program/Activity Completion Report

A. Organizational Details

Program Name (<u>Exact Title</u>)			
Date and Venue			
Duration of the program			
Chief Organizer / Faculty Coordinator			
Total No of Resource Persons	External	Internal	
Total No of Participants	External	Internal	
Name and Details of Resource person(s)	Address	Email ID	Contact details
Brief profile of Resource Person i.e. basic details, experience, education etc.			
Small description about the Program			
Photographs of the event, if any.			

2. Income and Expenditure Details

Budget Code				
Item	Approved Budget	Income	Expenditure	Balance
Travel Resource Persons				
Travel Participants				
Honorarium				
Memento costs				
Abstracts and proceedings				
Stationary				
Communication				
Internal Expenses (light AC) approx.				
Honorarium for internal staff				
Overtime				
Others				

3. Follow-Up Details

Item	Yes/No	Reference / Remark
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Have you presented the Event report?		
Have you made necessary follow-ups?		
Have you created ID group of resource persons, participants and distinguished guests?		
Have you collected the Evaluation Report?		
Will the event be repeated in the current financial year?		
Did you inform press in a timely manner, before and after the event?		
Have you given a paragraph for GNLU reporting to Planning and Coordination Officer for AC/EC/FC/GC purposes, etc.?		
Have you given a paragraph/photo for the GNLU Herald?		
Have you updated the website, including your own webpage?		
Any other follow-up		

4. Check and Verification

Chief Organizer	
HoD	
Verified by Dean/Registrar	
Confirmed by Head of BAFD	
Noted by Head of Extension and Training	

Original: Extension and Training Department**Copy:** Director, Dean and Registrar, Self

Annexure 5: Travel Reimbursement Form

GUJARAT NATIONAL LAW UNIVERSITY	
Traveling Exp. - Detail Sheet	
Name :	EMP.CODE
Address :	
Tele No. :	Date:

A Fares for Travel :

Date	From	To	Mode of Travel & Class	Amt. (₹) Paid in Cash	Amt. (₹) Payable by Uni.

B Stay Details :

Place	No. of Days.	Name of Hotel	Bill No.	Amt. (₹) Payable by Uni.

C Local Transport :

Date	From To	Mode of Transportation	Amt. ₹ Paid	Amt. (₹) Payable by Uni.

D Other Expenses (Please Attach all supporting Receipts) :

Food, Snacks and Misc. Expenses.		Amt. (₹) Paid in Cash
Total : Rupees		
Cheque No.	Amount : ₹	Total : A+B+C+D Paid
Cash ₹		Payable by University
Total :		Advance Taken
		Balance to be paid

Certified that the information furnished by me is true and the expenditure stated herein was incurred by me for official purposes of the University.

Approved by
Director : _____

Claimant Signature

Paid by : _____

Receiver's Signature

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Annexure 6: Facility & other charges (Indicative)*

Boarding Charges:

- **Guest House Tariffs (for Resource persons):**

Guest House			
No.	Particulars	Number of Rooms	Amount Per Day/Per Room in (₹)
1.	Single Occupancy -A.C. Room	30	1,500/-
2.	Double Occupancy -A.C. Room	12	2,000/-
3.	Suite -A.C. Room	6	2,500/-
	Total	48	

- **Hostel charges (generally for external student participants):**

Sr. No.	Description	Amount
1	Non A.C. Room - Double occupancy (60 Rooms)	500/- per day per head

- **Memento price list:**

Sr. No.	Description	Amount
1	Small Memento	₹ 200
2	Medium Memento	₹ 400
3	Large Memento	₹ 600

- **Venue Charges:**

For Organizations outside GNLU*:

Venue Charges			
Sr. No.	Description	On Working Days	On Holidays
1	Lecture Hall with LCD projector	₹ 6,300	₹ 8,550
2	Place for Tea-Coffee and Breakfast	₹ 1,500	₹ 2,250
3	Registration Place	₹ 1,500	₹ 2,250
4	Orientation Hall	₹ 10,000	₹ 12,500
5	Vitan	₹ 7,500	₹ 9,000

*Venue charges may be adjusted as per the nature of outside organizing agency.

- **Food Charges:**

- Food charges will depend on the menu selected, however starting price for lunch or dinner will be ₹ 100/- per person.
- Starting Price will be ₹ 300/- per person for which includes two time Tea - Snacks and Lunch.
- No food charges for participants of GNLU (i.e. participating students, faculties and administrative staff).

- **Travel Charges:**

Travel between Airport and GNLU - 24 km (to and fro)

- ₹ 11/km for bus
- ₹ 5/km for car

- **Stationary and printing:** As per the standard rate decided by the University from time to time and depending upon the requirement of an individual event.

- Any other charges concerning the event shall be agreed upon by the Internal Core Committee in advance and in cases where an emergency expense incurs, the organiser shall seek post-facto approval. In no case, any amount shall remain unaccounted for.
- The above charges are indicative. Depending upon circumstances, availability of funding, goodwill and contribution to GNLU Brand, and any other factors the Internal Core Committee may vary/subsidise the charges which shall be clearly described in the disbursement/invoice forms.
