

Proactive Disclosure under Section 4 (1) (b) of the Right to Information Act, 2005

Manual I Section 4 (1) (b)(i):

Particulars of organization, functions and duties:

Gujarat National Law University (GNLU) is the statutory university established by the Govt. of Gujarat under the Gujarat National Law University Act, 2003. (Gujarat Act No. 9 of 2003)

Name and Address of the Organization:

Gujarat National Law University,

Attalika Avenue, Knowledge Corridor, Koba, Koba (Sub P. O.),

Gandhinagar - 382426 (Gujarat), INDIA.

Phone No. : +91-79-23276611/12

Email : contact@gnlu.ac.in

Accordingly, Gujarat National Law University started functioning from the day 17th July 2004.

Gujarat National Law University is recognized by the Bar Council of India (BCI) and the University Grants Commission (UGC) (2f & 12B). The University is also a member of the Association of Indian Universities (AIU), United Nations Academic Impact (UNAI), International Association of Law Schools (IALS), Asian Law Institute (ASLI) and Shastri Indo-Canadian Institute.

The Objectives of the University

The GNLU Act 2003 proclaims that GNLU, "shall be to advance and disseminate learning and knowledge of law and legal processes and their role in national development: to develop in the students and the research scholars sense of responsibility to serve society in the field of law by developing skills in regard to advocacy, legal services, legislation, parliamentary practice, law reforms and such other matters; to make law and legal processes efficient instruments of social development; and to promote inter-disciplinary study of law in relation to management, technology, international cooperation and development."

The ethos of imparting education in Gujarat National Law University comprises a mutual endeavour of the Faculty and the students who become part of our august family after clearing the hurdle of a rigorous and strenuous selection procedure, since only the cream of the country finds a place amidst us. The University has been in the process of striving for academic and professional excellence in the field of legal studies in the country. The University became functional from the year, 2004. Our teaching methodology and the student response to it can be safely summarized as being par excellence. Our student fraternity has won us laurels in the various spheres of national and international moot court competitions, paper presentations and various cultural activities. We strive for an all-round and inter-disciplinary academic excellence in sync with the other National Law Schools of the country.

Since its inception, the University has been holding regular in-house Moot Court competitions, after which meritorious students are sent abroad for participating in Moot Court jamborees. The hub of activity be credited to our Moot Court Committee and the Legal Aid Clinic, which have developed a workable and efficient interface with the industry and the Judiciary to the satisfaction of all. As we persist in our academic endeavours, it won't be an overstatement to say that our University will become a leader in the sphere of legal education in the country. Our founding motto too objectifies the ideal of, "Let all good and noble thoughts come to us from all directions", which is a hymn from the Rig Veda. We, the fraternity of Gujarat National Law University aim at homogenization of all trends and civilization patterns by inculcating in our students, an appreciation of other cultures and regions of the country in all its homogeneity.

(A) The functions and duties are defined in Section 7 of the GNLU Act-2003.

The University shall have the following powers and perform the following functions, namely:

- i. to administer and manage the University and such centers of research, education and instruction as are necessary for the furtherance of the objects of the University.
- ii. to provide for instruction in such branches of knowledge or learning pertaining to law as the University may think fit and to make provision for research and for advancement and dissemination of knowledge of law.
- iii. to organize and undertake extra-mural teaching and extension services;
- iv. to hold examinations and to grant diplomas or certificates, and to confer degrees including joint degrees in law combined with other disciplines and other academic distinctions on persons subject to such conditions as the University may determine and to withdraw any such diplomas, certificates, degrees or other academic distinctions for good and sufficient cause;

- v. to confer honorary degrees or other distinctions in such manner as may be laid down by regulations;
- vi. to fix, demand and receive fees and other charges;
- vii. to institute and maintain halls and hostels and to recognize places of residence for the students of the University and to withdraw such recognition accorded to any such place of residence;
- viii. to establish such special centres, specialized study centres or other units for research and instruction as are in the opinion of the University, necessary for the furtherance of its objects;
- ix. to supervise and control the residence and to regulate the discipline of the students of the University;
- x. to create academic, technical, administrative, ministerial and other posts and to make appointments thereto;
- xi. to regulate conduct and enforce discipline among the employees of the University and to take such disciplinary measures as may be deemed necessary;
- xii. to institute Professorships, Associate Professorships, Assistant Professorships, Readerships, Lecturerships and any other teaching, academic or research posts required by the University;
- xiii. to appoint persons as Professors, Associate Professors, Assistant Professors, Readers, Lecturers or otherwise as teachers and researchers of the University
- xiv. to establish and run specialised Schools for studies and research in various disciplines in law and related fields;
- xv. to institute and award fellowships, scholarships, prizes and medals;
- xvi. to provide for printing, reproduction and publication of research and other works and to organize exhibitions;
- xvii. to sponsor and undertake research in all aspects of law, jurisprudence, justice, legislation, parliamentary practice and related fields;
- xviii. to co-operate with any other organization in the matter of education, training and research in law, Jurisprudence, justice, legislation, parliamentary practice and allied subjects for such purpose as may be agreed upon on such terms and conditions as the University may from time to time determine;
- xix. to co-operate with institutions of higher learning in any part of the world having objects wholly or partially similar to those of the University, by exchange of teachers and scholars and generally in such manner as may be conducive to the common objects;
- xx. to regulate the expenditure and to maintain the accounts of the University;
- xxi. to establish and maintain, within the premises of the University or elsewhere, such class rooms and study halls as the University may consider adequate and necessary and to establish and maintain such libraries and reading rooms as may appear convenient or necessary for the University;
- xxii. to receive grants, subventions, subscriptions, donations and gifts for the purpose of the University and consistent with the objects for which the University is established;
- xxiii. to purchase, take on lease or accept as gifts or otherwise, any land or building or works, which may be necessary or convenient for the purpose of the University,

- on such terms and conditions as it may think fit and proper, and to construct, alter and maintain any such buildings or works;
- xxiv. to sell, exchange, lease or otherwise dispose of movable or immovable property of the University, on such terms as it may think fit and proper without prejudice to the interest and activities of the University;
Provided that the University shall not sell, exchange, lease or otherwise dispose of movable or immovable property granted by the State Government without prior approval of the State Government or without compliance of the terms and conditions on which the State Government has given approval;
- xxv. to draw and accept, to make and endorse, to discount and negotiate promissory notes, bills of exchange, cheques or other negotiable instruments;
- xxvi. to execute conveyance, transfer, re-conveyance, mortgage, lease, licence and agreement in respect of property, movable or immovable, including Government securities belonging to the University or to be acquired for the purpose of the University;
- xxvii. to appoint any person for execution of an instrument or transaction of any business of the University.
- xxviii. to enter into any agreement with the Central Government or the State Government or the Government of any other State or the University Grants Commission or any other authority for receiving grants :
- xxix. to accept grants of money, securities or property of any kind on such terms as it may deem expedient;
- xxx. to raise and borrow money on bonds, mortgages, promissory notes or other obligations or securities founded or based on all or any of the properties and assets of the University or without any securities and on such terms and conditions as it may think fit and to pay out of the funds of the University, all expenses incidental to the raising of money and to repay and redeem any money borrowed;
- xxxi. to invest the funds of the University or the money entrusted to the University in or on such securities and in such manner as it may deem fit and from time to time transpose any investment;
- xxxii. to make regulations for regulating the affairs and the management of the University;
- xxxiii. to constitute fund for pensions, gratuity, insurance, provident fund which shall be governed by the provisions of the Provident Funds Act, 1925 as if such fund were a Government Provident prescribed by regulations, and to make such grants as it may think fit for the benefit of any employee of the University and to aid in support of the establishment of associations, institutions, funds and trusts calculated to benefit the employees, and the students of the University.
- xxxiv. to delegate all or any of its powers to the Director or any committee or sub-committee constituted by any authority of the University or to any one or more members of the General Council of the University or to any officer of the University;
- xxxv. to do all such other acts and things as the University may consider necessary conducive or incidental to all attainment or promotion of the objects of the University.

(B) Courses offered by the GNLU:

- GNLU offers Five Years BA/BCom/BBA/BSc/BSW LL.B. (Hons.) - Under Graduate Programme(s).

For details, please refer the below link.

<https://www.gnlu.ac.in/GNLU/Under-Graduate-Programme>

- GNLU offers One year LL M Programme (Post Graduate Programme) .

For details please refer the below link.

<https://gnlu.ac.in/GNLU/Post-Graduate-Programme-One-year-LL-M>

- GNLU also offers Ph.D Programme,

For details please refer the below link.

<https://gnlu.ac.in/GNLU/Ph.D.-Programme>

- PG Diploma in Biotechnology, Law and Policy

For details please refer the below link

<https://www.gnlu.ac.in/GNLU/PG-Diploma-in-Biotechnology,-Law-and-Policy>

- PG Diploma in Intellectual Property Rights

For details please refer the below link

<https://www.gnlu.ac.in/GNLU/PG-Diploma-in-Intellectual-Property-Rights>

(C) Functions of Governing Bodies.

The following shall be the authorities of the University:

- (a) The General Council;
- (b) The Executive Council
- (c) The Academic Council;
- (d) The Finance Committee
- (a) General Council**

The General Council shall be the apex authority of the University.

Powers of General Council

The General Council shall have the following powers, namely :-

- (a) to formulate and review the broad policies and programmes of the University and suggest measures for the development of the University;
- (b) to direct the Executive Council to take such steps as are necessary for achieving the objects of the University;
- (c) to consider and pass resolution on the annual report, financial estimates and audit reports on the account of the University;
- (d) to appoint the Director;
- (e) to exercise such other powers as it may deem necessary for the performance of functions and the administration of the University.

(b) Executive Council

- (1) The Executive Council shall be the chief executive body of the University.
- (2) The Powers of administration and management of the fund and property of the University shall vest in the Executive Council.

Powers and functions of Executive Council,

The Executive Council shall have the following powers and perform the following functions, namely: -

- (1) to submit to the General Council, with its recommendations, of persons for appointment as Director suggested by the Search Committee constituted in accordance with regulations made in this behalf,
- (2) to appoint Registrar, Librarian, Professors, Associate Professors, Assistant Professors and other members of the teaching staff, as may be necessary, on the recommendations of the Selection Committee:

Provided that the Executive Council shall not appoint teachers without considering the recommendation of the Academic Council with regard to numbers, qualifications and emoluments:

Provided further that it shall not be necessary for the Executive Council to obtain the recommendation of the Academic Council to appoint a person on the following posts, namely:

- (a) any supernumerary post, or
- (b) Professor of eminence;
- (3) to create administrative and ministerial posts, to determine the number and emoluments of such posts, to specify qualifications for such posts, and to appoint persons to such posts on terms and conditions of service as may be prescribed by regulations in this behalf, or to delegate the powers of appointment to such authority or officer as the Executive Council may, by resolution, specify either generally or specifically:
- (4) to grant, in accordance with the regulations, leave other than casual leave to any officer of the University and to make necessary arrangement for the discharge of the functions of such officer during his period of leave;

- (5) to manage and regulate the finance, accounts, investments, property, business and all other administrative affairs of the University and, for that purpose, to appoint such person or agency as it may think fit;
- (6) to invest any money belonging to the University, including any unpaid income, in such stock, funds, shares or securities, as it may think fit, or to invest in the purchase of immovable property;
- (7) to transfer or acquire any movable or immovable property on behalf of the University;
- (8) to enter into vary, carry out or cancel contracts on behalf of the University and to appoint such officers as it may think fit for that purpose,
- (9) to provide buildings, premises, furniture, apparatus and other means required for carrying out the functions of the University;
- (10) to appoint examiners and moderators, to fix their fees, emoluments and allowances, in consultation with the Academic Council;
- (11) to select a common seal for the University and to provide for the custody of the seal; and
- (12) to exercise such other powers and to perform such other duties as may be conferred or imposed on it by or under this Act.

Delegation of power by Executive Council.

The Executive Council may, by resolution, delegate to the Director or to a committee, such of its powers as it may deem fit, subject to the condition that the action so taken by the Director or such committee shall be placed at the next meeting of the Executive Council.

(c) Academic Council

The Academic Council shall be the academic body of the University. It shall have powers, subject to the provisions of this Act and the regulations, to control, regulate and maintain the standards of instruction, education and examination of the University and advise the Executive Council on academic matters. It shall exercise such other powers, and shall perform such other duties, as may be conferred or imposed upon it by this Act or the regulations.

Powers and functions of Academic Council.

Subject to the provisions of this Act and the regulations, the Academic Council shall have the following powers and perform the following functions, namely:-

- (1) to report on any matter referred to or delegated to it by the General Council or the Executive Council;
- (2) to make recommendations to the Executive Council with regard to the creation, abolition or classification of teaching posts in the University and qualifications, emoluments and the duties attached thereto;
- (3) to formulate, modify or revise schemes for the organisation of the faculties, schools, centres or specialised institutes, and to assign to them their respective subjects and also to report to the Executive Council as to the expediency of the abolition or sub-division of any faculty, school, centre or specialised institute, or the combination of one with another;

- (4) to make arrangements by regulations for the instruction and examination of persons other than those enrolled in the University;
- (5) to promote research and to require reports on such research;
- (6) to consider proposals submitted by the faculties;
- (7) to recognise diplomas and degrees of other Universities and institutions and to determine their equivalence in relation to the diplomas and degrees of the University;
- (8) to fix, subject to any conditions laid by the General Council, the time, mode and conditions of competition for fellowships, scholarships and other prizes, and to award the same;
- (9) to make recommendations to the Executive Council in regard to the appointment of examiners and fixation of their fees, emoluments and travelling and other expenses;
- (10) to make arrangements for the conduct of examinations and to fix dates for holding such examinations;
- (11) to declare the results of examinations, or to appoint committees or officers for declaration of such result, and to make recommendations regarding the conferment or grant of degrees, honours, diplomas, certificates, titles and marks of honour;
- (12) to award stipends, scholarships, medals and prizes and to make other awards in accordance with the regulations and on such conditions as may be attached to the awards;
- (13) to perform, in relation to academic matters, all such duties and to do all such acts as may be necessary for carrying out the provisions of this Act and the regulations.

(d) Finance Committee.

Powers and functions of Finance Committee

- (1) The Finance Committee shall have following powers and discharge the following functions, namely;
 - (a) to examine and scrutinise the annual budget of the University and to make recommendations on financial matters to the executive council;
 - (b) to consider all proposals for new expenditure and to make recommendations to the Executive Council;
 - (c) to consider the periodical statements of accounts and to review the finances of the University from time to time, to consider re-appropriation statements and audit reports, and to make recommendations thereon to the Executive Council;
 - (d) to give views and to make recommendations to the Executive Council on any financial matters affecting the University, either on its own motion or on reference from the Executive Council or the Director.
- (2) The Finance Committee shall meet at least once in every six months. Three members of the Finance Committee shall form the quorum for a meeting.
- (3) The Chairman or in his absence, the Director shall preside over the meetings of the Finance Committee.

Manual II
Section 4(1)(b) (ii)

The Powers and duties of its officers and employees

Powers and Functions of the Director:

- (1) The Director, subject to the specific and general directions of the Executive Council, shall exercise all the powers of the Executive Council for management and administration of the University.
- (2) The Director shall hold office for a term of five years, He shall be eligible for re-appointment for a further term of five years only.
- (3) The Director shall
 - (a) Ensure that the provisions of this Act and the regulations are duly observed, and he shall have all such powers as are necessary for that purpose.
 - (b) Convene the meetings of the General Council, the Executive Council, and the Academic Council and shall perform such other functions as may be necessary to give effect to the provisions of this Act.
- (4) When in the opinion of the Director, an Emergency required immediate action, he shall take such actions as he deems necessary and shall report the action so taken for confirmation of the authority, to the next meeting which, in the ordinary course, would have dealt with the matter.

Powers and Functions of the Registrar:

- (1) The Registrar shall be the Head of the Administrative and ministerial staff of the University and the Principal adjutant of the Director in all matters pertaining to the administration of the University.
- (2) The Registrar under the instructions of the Director shall convene all the meetings. He shall take note and maintain the minutes of the meetings.
- (3) The Registrar shall be the custodian of the records, common seal and such other property of the University as the Executive Council shall commit to his charge.

Terms and Conditions of Employees.

The terms and condition of service (including contract service) and the redressal of grievances relating thereto, of teachers, officers and employees of the University shall be such as may be prescribed by the regulations.

Manual - III
Section 4(1)(b)(iii)

The Procedure followed in the decision making process, including channels of supervision and accountability.

All decisions are taken in accordance with the provisions of the Gujarat National Law University Act-2003 and GNLU Regulations.

(A) Authorities of the University

- (i) The General Council
- (ii) The Executive Council
- (iii) The Academic Council
- (iii) The Finance Committee and
- (iv) Such other authorities as may be declared by the University by regulation to be the authorities of the University.

(B) Officers of the University

- (i) The Director
- (ii) The Heads of the Departments, Schools and Centres,
 - (a) Centre for Public and Private International Law
 - (b) Centre for Corporate and Insolvency
 - (c) Centre for Environment, Sustainable Development and Climate Change
 - (d) Centre for Law and Economics
 - (e) Centre for Law and Technology (GCLT)
 - (f) V. S. Mani Centre for Air and Space Law
 - (g) Centre for Intellectual Property Rights
 - (h) Centre for Sports and Entertainment Law
 - (i) Centre for Law and Society
 - (j) Centre for Disability Studies
 - (k) Centre for Research in Criminal Justice Sciences
 - (l) Centre for Foreign Policy and Security Studies
 - (m) Centre for Constitutional and Administrative Law
 - (n) Centre for Banking and Financial Laws
 - (o) Centre for Trade and Competition Law
 - (p) Centre for Business and Public Policy
 - (q) Centre for Women and Child Rights
 - (r) Centre for Alternative Dispute Resolution
 - (s) Centre for Legal History, Philosophy and Tradition
- (iii) The Registrar and
- (iv) Such other officers of the University as may be declared by the regulations to be the officers of the University.

Manual - IV

Section 4(1)(b) (iv)

The norms set by it for the discharge of its functions.

The norms to discharge the duties will be as per the GNLU Regulations.

(A) Directors of the Institute: As per GNLU Regulations:

https://gnlu.ac.in//Content/gnlu/pdf/academic-administrative-directives/GNLU%20Manual_2019.pdf)

(B) Registrar: As per GNLU Regulations:

https://gnlu.ac.in//Content/gnlu/pdf/academic-administrative-directives/GNLU%20Manual_2019.pdf

(C) Teaching Staff:

To take classes (theory and practical) under overall supervision of the respective Director; and such other duties and responsibilities as may be assigned by the University authority time to time.

Manual V

Section 4(1)(b) (v)

The rules, regulations, manuals and records, held by it or under control or used by its employees for discharging its functions

- (1) GNLU Act-2003 (Gujarat Act No. 9 of 2003)
- (2) GNLU Academic, Administrative and Financial Manual -2019
- (3) Regulations of the University Grants Commission
- (4) Any other orders and rules prescribed by Government of Gujarat/India as applicable.

Manual VI

Section 4(1)(b) (vi)

A statement of the categories of documents that are held by it or under its control

- (1) Personal Files of Faculty and Staff of the University.
- (2) Books of Accounts / Cash Book, Receipt book,
- (3) Registers of stock etc.
- (4) Statutory bodies Agenda Papers and Minutes of the Meeting Files

Manual VII
Section 4(1)(b)(vii)

The particulars of any arrangements that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;

(A) Authorities of the University

- (i) The General Council
- (ii) The Executive Council
- (iii) The Academic Council
- (iii) The Finance Committee and
- (iv) Such other authorities as may be declared by the University by regulation to be the authorities of the University

(i) The General Council

The General Council of the University shall consist of the following members, namely :-

- (a) the Visitor,
- (b) the Chairman,
- (c) the Director,
- (d) the Attorney General of India.
- (e) one Judge of the Supreme Court of India nominated by the Visitor,
- (f) the Minister for Finance, State of Gujarat.
- (g) the Minister for Higher Education, State of Gujarat.
- (h) the Minister for Law, State of Gujarat,
- (i) the Chief Justice, High Court of Gujarat,
- (j) two Judges of the High Court of Gujarat to be nominated by the Visitor.
- (k) the Solicitor General of India,
- (l) any Additional Solicitor General of India to be nominated by the Attorney General of India,
- (m) the Advocate General, State of Gujarat,
- (n) the Chairperson of the University Grants Commission or his nominee from among the members of the University Grants Commission,
- (o) the Chairman, Bar Council of India,
- (p) the Chairman, Bar Council of Gujarat,
- (q) the Chairman, Gujarat State Law Commission,
- (r) the Director of Indian Institute of Management, Ahmedabad,
- (s) two members of the Executive Council as are not otherwise members of the General Council,
- (t) an eminent scholar to be nominated by the State Government,
- (u) two distinguished persons to be nominated by the State Government,
- (v) (i) the Chairman, Indian Institute of Legal Studies Society, and
(ii) one member to be nominated by the Indian Institute of Legal Studies Society nominated by it from amongst its members.
- (w) two Vice-Chancellors of other Universities established by law in the State of Gujarat, by rotation to be nominated by the State Government,

- (x) two distinguished lawyers to be nominated by the Visitor,
- (y) two distinguished lawyers to be nominated by the Chief Justice of the High Court of Gujarat,
- (z) two distinguished educationalists to be nominated by the Director in consultation with the Visitor:

Provided that an employee of the University shall not be eligible for nomination under sub-clauses (x) and (z)

(ii) The Executive Council

The Executive Council shall consist of the following members, namely:-

- (a) the Director;
- (b) a member of the General Council, who is a Judge to be nominated by the Visitor;
- (c) the Chief Secretary to the Government of Gujarat or an officer not below the rank of the Secretary to Government of Gujarat to be nominated by him;
- (d) the Secretary to the Government of Gujarat, Finance Department;
- (e) the Secretary to the Government of Gujarat, (Higher Education) Education Department;
- (f) the Secretary to the Government of Gujarat, Legal Department;
- (g) t member of the General Council to be nominated by the State Government;
- (h) a member of the General Council, who is a lawyer to be nominated by the Visitor;
- (i) a member of the General Council, who is an educationist to be nominated by the Visitor;
- (j) five Professors or Associate Professors of the University to be nominated by the Director, by rotation.

Term of office of members of Executive Council.

- (1) The term of office of members of the Executive Council shall be three years.
- (2)
 - (a) When a person becomes a member of the Executive Council by virtue of his office, he shall cease to be such member if he ceases to hold his office.
 - (b) When a person is nominated as a member of Executive Council, he shall cease to be such member if his nomination of such membership is withdrawn by the nominating body or person, as the case may be.
 - (c) A member of the Executive Council shall cease to be a member if he, -
 - (i) tenders his resignation and such resignation is accepted;
 - (ii) becomes of unsound mind and stands so declared by a competent court; or
 - (iii) becomes un-discharged insolvent; or
 - (iv) has been convicted of an offence involving moral turpitude; or (other than the Director or member of the Faculty) has accepted a full time appointment in the University.
- (3) A member of the Executive Council may, by writing addressed to the Chairman resign his office, and such resignation shall take effect on the date it is accepted by the Chairman.

- (4) Any vacancy in the Executive Council shall be filled in by nomination of a person by the relevant authority entitled to make the same and the person so nominated shall hold office so long as the member in whose place he is nominated would have held office had the vacancy not occurred.

Meetings of Executive Council.

- (1) The Executive Council shall meet at least once in four months.
- (2) The Director or in his absence, any member of the Executive Council nominated by him shall preside over the meeting of the Executive Council.
- (3) The Executive Council shall meet on notice, at such time and place and with such period of notice and shall observe such rules of procedure in regard to transaction of business at its meeting (including the quorum at such meeting) as may be provided by the regulations.
- (4) If any urgent action is required, the Director may, with approval of the majority of the members of the Executive Council, permit the business to be transacted by circulation among the members of the Executive Council. The action so taken as approved by circulation shall be placed before the next meeting of the Executive Council.

(III) The Academic Council

The Academic Council shall consist of the following members, namely:

- (a) the Director;
- (b) a member of the Bar Council of India to be nominated by the Chairman of the Bar Council of India;
- (c) a member of the Bar Council of Gujarat to be nominated by the Chairman of the Bar Council of Gujarat;
- (d) a member of the law panel of the University Grants Commission to be nominated by the Chairman of the Commission;
- (e) one Dean of law faculty of any other University established by Law in the State of Gujarat, by rotation to be nominated by the State Government;
- (f) two distinguished persons (other than employees of the University) teaching law to be nominated by the Director;
- (g) an eminent jurist to be nominated by the State Government;
- (h)
 - (i) all Professors of the University; and
 - (ii) a representative each of the Associate Professors and the Assistant Professors of the University.

The term of the member shall be three years

Meetings of Academic Council

- (1) The Academic Council shall meet as many times as may be necessary, but at least once in six months.
- (2) The Director or in his absence any member of the Academic Council nominated by him shall preside over at the meeting of the Academic Council.
- (3) The Academic Council shall meet at such time and place and with such period of notice and shall observe such rules of procedure in regard to transaction of its business at its meeting (including the quorum at such meeting) as may be provided by regulations.

- (4) If any urgent action is required, the Director may, with the approval of the majority of the members of the Academic Council, permit the business to be transacted by circulation among the members of the Academic Council. The action so taken as approved by circulation shall be placed before the next meeting of the Academic Council.

(IV) Finance Committee.

- (1) The Finance Committee shall consists of the following members, namely :-
- (a) the Chairman,
 - (b) the Director,
 - (c) two members to be nominated by the Executive Council from amongst its members,
 - (d) one member to be nominated by the State Government from amongst the members of the Executive Council, who is an officer of the State Government
- (2) The term of member of the Finance Committee shall be three years.
- (3) A member shall cease to be a member of the Finance Committee, if he ceases to be a member of the Executive Council or if he ceases to hold the post of the Chairman.

The Finance Committee shall meet at least once in every six months. Three members of the Finance Committee shall form the quorum for a meeting.

The Chairman or in his absence, the Director shall preside over the meetings of the Finance Committee.

Manual VIII
Section 4(1)(b)(viii):

A statement of the boards, councils, commits and other bodies consisting of two or more persons constituted as its part of or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are assessable for public.

List of Governing Bodies, Committees and members thereof:

- i. General Council
- ii. Executive Council
- iii. Academic Council
- iv. Finance Committee

The meetings of the meetings of the above said governing bodies and Committees are not open to the Public. The Minutes of such meetings are accessible for public.

Manual IX
Section 4(1)(b)(ix)
Directory of Officers and Employees

Sr. No	Name	Designation
1	Prof. (Dr.) S. Shanthakumar	Director
2	Dr. Ambati Nageswara Rao	Assistant Professor of Sociology
3	Dr. Anand Saurabh	Assistant Professor of Sociology
4	Mr. Bajpai Soaham	Assistant Professor of Law
5	Dr. Bhagi Avinash	Assistant Professor of Law
6	Ms. Prabhavati Baskey	Assistant Professor of Law
7	Prof. (Dr.) Biswal Mamta	Professor of Law
8	Dr. Buch Nidhi	Assistant Professor of Law
9	Dr. Chaudhary Mahesh	Assistant Professor of Management
10	Mr. Choudhary Sanjeev	Assistant Professor of Law
11	Dr. Deogaonkar Anant	Assistant Professor of Law
12	Dr. Gandhi Vikas	Associate Professor of Law
13	Dr. Girish R.	Assistant Professor of Law
14	Dr. Gori Saira	Assistant Professor of Law
15	Ms. Goswami Garima	Assistant Professor of Law
16	Ms. Goswami Heena	Assistant Professor of Science & Technology
17	Mr. Goswami Sushil (On Deputation at RRU)	Assistant Professor of Law
18	Dr. Jagadeesh Chandra T. G.	Assistant Professor of Law & Registrar (I/c)

19	Dr. K. Parameswaran	Associate Professor of Law
20	Dr. Khaire Deesha	Assistant Professor of Law
21	Dr. Malik Aruna Kumar	Assistant Professor of Political Science
22	Dr. Marisport A.	Assistant Professor of Law
23	Prof. (Dr.) Mathew Thomas	Professor of Science & Technology
24	Mr. Mishra Satya Ranjan	Assistant Professor of Commerce
25	Prof. (Dr.) Nagar Ranita	Professor of Economics
26	Dr. Nair Bindu Vijay	Assistant Professor of Science & Technology
27	Dr. Nunes William	Associate Professor of Political Science
28	Dr. Pandya Viral	Associate Professor of Management
29	Dr. Niyatikumari H. Pandey	Assistant Professor of Law
30	Dr. Parikh Hardik H.	Assistant Professor of Law
31	Ms. Rajwanshi Harsha	Assistant Professor of Law
32	Dr. Sakkarnaikar Fakkiresh S.	Assistant Professor of Law
33	Dr. Shaikh Mobin	Assistant Professor of Management
34	Dr. Sharma Richa	Assistant Professor of History
35	Dr. Singh Ravindra Kumar	Associate Professor of Law
36	Dr. Thakkar Hiteshkumar	Assistant Professor of Economics
37	Dr. Tomar Anjani Singh	Associate Professor of Law
38	Dr. Tyagi Divya	Assistant Professor of Law
39	Prof. (Dr.) Udupudi Shobhalata V.	Professor of Law
40	Dr. Udayakumara Ramakrishna B.N.	Assistant Professor of Law

41	Dr. Verma Asha	Assistant Professor of Law
42	Ms. Dube Pratima	Assistant Professor of English
43	Ms. Patel Apoorva	Assistant Professor of Social Work

Administrative Staff Members

Sr. No	Employee Name	Designation
1	Ms. Rajesh Niranjambhai Dave	ICT System Manager
2	Ms. Reena S.	Section Officer
3	Mr. Malav Mrugendrabhai Buch	Section Officer
4	Mr. Nayankumar Umeshchandra Vyas	Junior Section Officer
5	Mr. Vijay Bhuraji Vaghela (On Deputation at RRU)	Section Officer
6	Mr. Sachin Rajeshbhai Jadav	Junior Section Officer
7	Ms. Avani Kashyap Kumar Vyas	Section Officer
8	Mr. Mayursinh Jashawantsinh Chauhan	Electrician
9	Mr. Kalpesh Babubhai Prajapati	Section Officer
10	Ms. Nisha Vinay Trivedi	Section Officer
11	Mr. Rahul Bhanuprasad Pandya	Section Officer
12	Mr. Bharatkumar Karanji Chawda	Section Officer
13	Ms. Hema Puransingh Rajput	Junior Section Officer
14	Mr. Santoshkumar Dashrath Thakur	Junior Section Officer
15	Ms. Amilie Raymund Christy	Junior Section Officer

16	Mr. Jatinkumar Dipakbhai Patel	Senior Clerk
17	Ms. Manishaben Dineshkumar Gelot	Senior Clerk
18	Mr. Gopal Pravinkumar Bhatt	Senior Clerk
19	Mr. Jigneshkumar Jashwantlal Patel	Junior Clerk
20	Mr. Nishith Danabhai Rajpal	Office Attendant cum Receptionist
21	Mr. Hemant Kumar Manuprasad Joshi	Office Attendant
22	Mr. Rajeshbhai Shanabhai Parmar	Office Attendant
23	Mr. Kamleshkumar Amrutlal Parmar	Office Attendant
24	Mr. Suresh Bhuraji Vaghela	Office Attendant
25	Mr. Rameshbhai Ishwarbhai Patel	Office Attendant
26	Mr. Vijaykumar Gordhanbhai Thakor	Office Attendant
27	Mr. Arjun Lal Chauhan	Office Attendant

Administrative Staff Members on Contract

Sr. No.	Employee Name	Designation
1	Dr. Chudasama Shugnesh Kishorbhai	Assistant Director of Physical Education and Sports
2	Mr. Vaishnav Chirdipkumar Rasiklal	Junior Clerk
3	Ms. Rajput Nayanaben	Junior Clerk
4	Mr. Brahmhatt Kedarnath Pankajkumar	Junior Clerk
5	Mr. Patil Liladhar Pratap	Junior Clerk
6	Ms. Tiwari Sushmita Girishchandra	Junior Clerk

7	Mr. Patel Nirmal Shantilal	Senior clerk
8	Mr. Patadiya MahmadIrfan Mehububbhai	Senior clerk
9	Mr. Tiwari Anilkumar Ramesh	Senior Clerk
10	Mr. Shah Harshil Vijaykumar	Senior Clerk
11	Mr. Arora Varun Ajai	Museum Coordinator
12	Mr. Prajapati Girishkumar Ishvarbhai	ICT Support Executive
13	Mr. Panchal Parth Harishbhai	ICT cum Audio Visual Assistant
14	Mr. Kapadiya Nileshkumar Yogeshkumar	Library Assistant
15	Mr. Dumaniya Yogeshkumar Nanjibhai	Library Assisatant
16	Mr. Thakor Dinesh Ramuji	Library Stack Assistant
17	Mr. Shubham Karole	Library Stack Assistant
18	Ms. Rabari Samuben Karamshi	Head Nurse
19	Mr. Makwana Vipulsinh Pujesinh	Warden
20	Ms. Dave Hetal Prabhudas	Warden
21	Mr. Vaghela Rajkumar Narendrabhai	Warden
22	Ms. Sanghavi Bhavanaben	Hostel Attendant
23	Mr. Patel Rakeshkumar Maheshchandra	Hostel Attendant
24	Mr. Patel Prashantkumar Ranchhodbhai	Campus Facility Supervisor
25	Mr. Barot Milapbhai Jagdishbhai	Fireman
26	Mr. Bhatt Hasmukhbhai Natvarlal	Wireman
27	Mr. Panchal Amitkumar Manubhai	Wireman
28	Mr. Raval Mahendrabhai Bhikhabhai	Wireman

29	Mr. Pandya Pankajkumar Pravinchandra	Wireman
30	Mr. Panchal Manishkumar Babubhai	Carpenter
31	Mr. Rabari Arvindkumar Becharbhai	STP Operator
32	Mr. Solanki Rameshbhai Punambhai	STP Operator
33	Mr. Khant Kiritkumar Shambhuji	Driver
34	Mr. Jani Bharatkumar Hasmukhlal	Driver
35	Mr. Taviyad Vinodkumar Khatubhai	Driver
36	Mr. Purabiya Vipulkumar Babulal	Plumber
37	Mr. Ari Ahmadbhai Musabhai	Plumber
38	Mr. Solanki Rakesh Dahyabhai	Gardener Supervisor
39	Mr. Thakor Parbatji Bhalaji	Gardener Supervisor
40	Mr. Thakor Kiran Himmatji	Gardener
41	Mr. Raval Rajubhai Raijibhai	Gardener
42	Mr. Vaghela Maheshbhai Kalaji	Gardener
43	Mr. Thakor Kalaji Shakaraji	Gardener
44	Mr. Thakor Lalji Somaji	Gardener
45	Mr. Thakor Budhaji Chanduji	Gardener
46	Mr. Thakor Mohanji Lalaji	Gardener
47	Mr. Parmar Mahendrakumar Ramjibhai	Office Attendant

Manual X
Section 4(1)(b)(x):

Statement of Monthly Remuneration of Officers and Employees Including the System of Compensation

S. No.	Name	Designation	Pay Scale (as per 7th CPC)
1	Prof. (Dr.) S. Shanthakumar	Director	Fix Pay
2	Dr. Ambati Nageswara Rao	Assistant Professor of Sociology	Level 10
3	Dr. Anand Saurabh	Assistant Professor of Sociology	Level 11
4	Mr. Bajpai Soham	Assistant Professor of Law	Level 10
5	Dr. Bhagi Avinash	Assistant Professor of Law	Level 12
6	Ms. Prabhavati Baskey	Assistant Professor of Law	Level 10
7	Prof. (Dr.) Biswal Mamta	Professor of Law	Level 14
8	Dr. Buch Nidhi	Assistant Professor of Law	Level 11
9	Dr. Chaudhary Mahesh	Assistant Professor of Management	Level 10
10	Mr. Choudhary Sanjeev	Assistant Professor of Law	Level 10
11	Dr. Deogaonkar Anant	Assistant Professor of Law	Level 11
12	Dr. Gandhi Vikas	Associate Professor of Law	Level 13-A
13	Dr. Girish R.	Assistant Professor of Law	Level 11
14	Dr. Gori Saira	Assistant Professor of Law	Level 10
15	Ms. Goswami Garima	Assistant Professor of Law	Level 10
16	Ms. Goswami Heena	Assistant Professor of Science & Technology	Level 10
17	Mr. Goswami Sushil (On Deputation at RRU)	Assistant Professor of Law	Level 10
18	Dr. Jagadeesh Chandra T. G.	Assistant Professor of Law & Registrar (I/c)	Level 11
19	Dr. K. Parameswaran	Associate Professor of Law	Level 13-A
20	Dr. Khaire Deesha	Assistant Professor of Law	Level 10

21	Dr. Malik Aruna Kumar	Assistant Professor of Political Science	Level 10
22	Dr. Marisport A.	Assistant Professor of Law	Level-10
23	Prof. (Dr.) Mathew Thomas	Professor of Science & Technology	Level 14
24	Mr. Mishra Satya Ranjan	Assistant Professor of Commerce	Level 11
25	Prof. (Dr.) Nagar Ranita	Professor of Economics	Level 14
26	Dr. Nair Bindu Vijay	Assistant Professor of Science & Technology	Level 11
27	Dr. Nunes William	Associate Professor of Political Science	Level 13-A
28	Dr. Pandya Viral	Associate Professor of Management	Level 13-A
29	Dr. Niyatikumari H. Pandey	Assistant Professor of Law	Level 10
30	Dr. Parikh Hardik H.	Assistant Professor of Law	Level 10
31	Ms. Rajwanshi Harsha	Assistant Professor of Law	Level 10
32	Dr. Sakkarnaikar Fakkiresh S.	Assistant Professor of Law	Level 11
33	Dr. Shaikh Mobin	Assistant Professor of Management	Level 10
34	Dr. Sharma Richa	Assistant Professor of History	Level 11
35	Dr. Singh Ravindra Kumar	Associate Professor of Law	Level 13-A
36	Dr. Thakkar Hiteshkumar	Assistant Professor of Economics	Level 10
37	Dr. Tomar Anjani Singh	Associate Professor of Law	Level 13-A
38	Dr. Tyagi Divya	Assistant Professor of Law	Level 11
39	Prof. (Dr.) Udupudi Shobhalata V.	Professor of Law	Level 14
40	Dr. Udayakumara Ramakrishna B.N.	Assistant Professor of Law	Level 11
41	Dr. Verma Asha	Assistant Professor of Law	Level 11
42	Ms. Dube Pratima	Assistant Professor of English	Fix Pay

43	Ms. Patel Apoorva	Assistant Professor of Social Work	Fix Pay
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Non-Teaching Staff

S:No	Employee Name	Designation	Pay Scale (7 th CPC/Fixed)
1	Ms. Rajesh Niranjnabhai Dave	ICT System Manager	Level 10
2	Ms. Reena S.	Section Officer	Level 7
3	Mr. Malav Mrugendrabhai Buch	Section Officer	Level 6
4	Mr. Nayankumar Umeshchandra Vyas	Junior Section Officer	Level 6
5	Mr. Vijay Bhuraji Vaghela (On Deputation at RRU)	Section Officer	Level 6
6	Mr. Sachin Rajeshbhai Jadav	Junior Section Officer	Level 6
7	Ms. Avani Kashyap Kumar Vyas	Section Officer	Level 6
8	Mr. Mayursinh Jashawantsinh Chauhan	Electrician	Level 6
9	Mr. Kalpesh Babubhai Prajapati	Section Officer	Level 6
10	Ms. Nisha Vinay Trivedi	Section Officer	Level 6
11	Mr. Rahul Bhanuprasad Pandya	Section Officer	Level 6
12	Mr. Bharatkumar Karanji Chawda	Section Officer	Level 6
13	Ms. Hema Puransingh Rajput	Junior Section Officer	Level 5
14	Mr. Santoshkumar Dashrath Thakur	Junior Section Officer	Level 5
15	Ms. Amilie Raymund Christy	Junior Section Officer	Level 5
16	Mr. Jatinkumar Dipakbhai Patel	Senior Clerk	Level 4
17	Ms. Manishaben Dineshkumar Gelot	Senior Clerk	Level 4

18	Mr. Gopal Pravinkumar Bhatt	Senior Clerk	Level 4
19	Mr. Jigneshkumar Jashwantlal Patel	Junior Clerk	Level 2
20	Mr. Nishith Danabhai Rajpal	Office Attendant cum Receptionist	Level 1
21	Mr. Hemant Kumar Manuprasad Joshi	Office Attendant	Level 1
22	Mr. Rajeshbhai Shanabhai Parmar	Office Attendant	Level 1
23	Mr. Kamleshkumar Amrutlal Parmar	Office Attendant	Level 1
24	Mr. Suresh Bhuraji Vaghela	Office Attendant	Level 1
25	Mr. Rameshbhai Ishwarbhai Patel	Office Attendant	Level IS 1
26	Mr. Vijaykumar Gordhanbhai Thakor	Office Attendant	Level IS 1
27	Mr. Arjun Lal Chauhan	Office Attendant	Level IS 1
28	Dr. Chudasama Shugnesh Kishorbhai	Assistant Director of Physical Education and Sports	57700 (Fixed)
29	Mr. Vaishnav Chirdipkumar Rasiklal	Junior Clerk	20000 (Fixed)
30	Ms. Rajput Nayanaben	Junior Clerk	20000 (Fixed)
31	Mr. Brahmabhatt Kedarnath Pankajkumar	Junior Clerk	23500 (Fixed)
32	Mr. Patil Liladhar Pratap	Junior Clerk	20000 (Fixed)
33	Ms. Tiwari Sushmita Girishchandra	Junior Clerk	23500 (Fixed)
34	Mr. Patel Nirmal Shantilal	Senior clerk	30000 (Fixed)
35	Mr. Patadiya MahmadIrfan Mehubbhai	Senior clerk	25000 (Fixed)
36	Mr. Tiwari Anilkumar Ramesh	Senior Clerk	25000 (Fixed)
37	Mr. Shah Harshil Vijaykumar	Senior Clerk	25000 (Fixed)
38	Mr. Arora Varun Ajai	Museum Coordinator	25000 (Fixed)

39	Mr. Prajapati Girishkumar Ishvarbhai	ICT Support Executive	25000 (Fixed)
40	Mr. Panchal Parth Harishbhai	ICT cum Audio Visual Assistant	15000 (Fixed)
41	Mr. Kapadiya Nileshkumar Yogeshkumar	Library Assistant	25000 (Fixed)
42	Mr. Dumaniya Yogeshkumar Nanjibhai	Library Assistant	25000 (Fixed)
43	Mr. Thakor Dinesh Ramuji	Library Stack Assistant	15000 (Fixed)
44	Mr. Shubham Karole	Library Stack Assistant	15000 (Fixed)
45	Ms. Rabari Samuben Karamshi	Head Nurse	35000 (Fixed)
46	Mr. Makwana Vipulsinh Pujesinh	Warden	19000 (Fixed)
47	Ms. Dave Hetal Prabhudas	Warden	19000 (Fixed)
48	Mr. Vaghela Rajkumar Narendrabhai	Warden	19000 (Fixed)
49	Ms. Sanghavi Bhavanaben	Hostel Attendant	19000 (Fixed)
50	Mr. Patel Rakeshkumar Maheshchandra	Hostel Attendant	19000 (Fixed)
51	Mr. Patel Prashantkumar Ranchhodhbhai	Campus Facility Supervisor	23500 (Fixed)
52	Mr. Barot Milapbhai Jagdishbhai	Fireman	19100 (Fixed)
53	Mr. Bhatt Hasmukhbhai Natvarlal	Wireman	22500 (Fixed)
54	Mr. Panchal Amitkumar Manubhai	Wireman	15500 (Fixed)
55	Mr. Raval Mahendrabhai Bhikhabhai	Wireman	15500 (Fixed)
56	Mr. Pandya Pankajkumar Pravinchandra	Wireman	15500 (Fixed)
57	Mr. Panchal Manishkumar Babubhai	Carpenter	18500 (Fixed)
58	Mr. Rabari Arvindkumar Becharbhai	STP Operator	13000 (Fixed)
59	Mr. Solanki Rameshbhai Punambhai	STP Operator	13000 (Fixed)
60	Mr. Khant Kiritkumar Shambhuji	Driver	18000 (Fixed)

61	Mr. Jani Bharatkumar Hasmukhlal	Driver	15000 (Fixed)
62	Mr. Taviyad Vinodkumar Khatubhai	Driver	15000 (Fixed)
63	Mr. Purabiya Vipulkumar Babulal	Plumber	14000 (Fixed)
64	Mr. Ari Ahmadbhai Musabhai	Plumber	21500 (Fixed)
65	Mr. Solanki Rakesh Dahyabhai	Gardener Supervisor	15000 (Fixed)
66	Mr. Thakor Parbatji Bhalaji	Gardener Supervisor	20000 (Fixed)
67	Mr. Thakor Kiran Himmatji	Gardener	12500 (Fixed)
68	Mr. Raval Rajubhai Raijibhai	Gardener	12500 (Fixed)
69	Mr. Vaghela Maheshbhai Kalaji	Gardener	12500 (Fixed)
70	Mr. Thakor Kalaji Shakaraji	Gardener	12500 (Fixed)
71	Mr. Thakor Lalji Somaji	Gardener	12500 (Fixed)
72	Mr. Thakor Budhaji Chanduji	Gardener	12500 (Fixed)
73	Mr. Thakor Mohanji Lalaji	Gardener	12500 (Fixed)
74	Mr. Parmar Mahendrakumar Ramjibhai	Office Attendant	15000 (Fixed)

Manual XI
Section 4(1)(b) (xi):
Budget Allocation & Expenditure

For details please refer the below link:

<https://gnlu.ac.in//Content/gnu/pdf/rti/GNLU%20Budget%20for%20FY%202020-2021.pdf>

Manual XII
Section 4(1)(b)(xii):
Manner of Execution of Subsidy Programmes, including the Amounts Allocated and The Details of Beneficiaries of Such Programmes.

The University is not getting any subsidy from any agency or any department.

Manual XIII
Section 4(1)(b) (xiii):

Particulars of Recipients of Concessions, Permits or Authorization Granted By It.

The University provides the Railway and Air concessions forms to the students. In addition to that the University offers Scholarship under the Student Exchange Programme, for which a dedicated committee is constituted who looks after the same. The Details of the directive may be viewed by clicking the below link.

<https://gnlu.ac.in//Content/gnlu/pdf/academic-administrative-directives/15-Student-Exchange-Directive-Amended.pdf>

Under the Central and State Government Schemes, the University is providing scholarships to the students who are eligible for the same. The University also provides prestigious Aditya Birla Scholarship to the students who qualify for the same. The students representing the University at National and International level for Moot Court Competition, are also eligible for travel reimbursement as per the University rules and regulations.

In addition to that to participate in the Training Programme, Seminar, Workshops, Refreshers Course, Orientation Course, the University provides financial assistance such as the registration fees, lodging and boarding as well as necessary leaves (duty) to its faculty and staff members, subject to the University functions should not hamper.

Manual XIV
Section 4(1)(b)(xiv):

Details of Information Available or Held In Electronic Form

All the important information is available on the GNLU website i.e. www.gnlu.ac.in

Manual XV
Section 4(1)(b)(xv):

Particulars of Facilities Available To Citizens for Obtaining Information

Any Citizen of India can ask the information under the provision of this Act.

The University is open for obtaining information from 09.00 AM to 5:00 PM excluding Sundays, second, fourth & Fifth Saturdays and Gazetted Holidays.

Payment of Fees for seeking information under the Right to Information Act 2005 shall be made in one of the following modes:

-
- A demand draft or a bankers cheque or an Indian Postal Order of Rs 20/- drawn in favour of 'Gujarat National Law University' payable at Gandhinagar, Gujarat.

- The payment of fee can also be made by way of depositing the cash with the Accounts Section of the University, and the photocopy of the receipt can be attached with the Application.

Note: The payment of fees made through any other mode will not be considered.

Manual XVI

Section 4(1)(b)(xvi):

Regarding Names, Designation and other Particulars of Appellate Authority, Public Information Officer and Their Address & Telephone Numbers

Sr. No.	Particulars	Name and Contact details
1	Public Information Officer	Mr. Malav Buch Section Officer, Gujarat National Law University, Gandhinagar <i>Attalika</i> Avenue, Knowledge Corridor, Koba, Dist. Gandhinagar Contact:079-23276611/12
2	Appellate Authority:	Dr. Jagadeesh Chandra T.G., Registrar (I/c), Gujarat National Law University, Gandhinagar <i>Attalika</i> Avenue, Knowledge Corridor, Koba, Dist. Gandhinagar Contact:079-23276611/12

Manual XVII

Section 4(1)(b)(xvii):

Such Other Information As may be prescribed/Any Other General Information

For other Information, please click on the following.

- [GNLU Internal Committees](#)
- [Annual Reports](#)
- [Press Notes](#)
