



Gujarat National Law University

Gujarat National Law University
Administrative Directive
GNLU/Reg/AD/01

Subject: GNLU Research Chair Guidelines

Pursuant to Section 52, GNLU Act 2003, an endowment agency may establish a Chair in a particular subject area for development and growth of Laws, Policies and Practices education in a specified area, research and training in the country at the Gujarat National Law University (hereinafter referred as "GNLU"). These Guidelines may be called "GNLU Research Chair Guidelines – 2016".

1. Vision

Creation and Maintenance of superior quality Intellectual Capital through education, research, extension and training for the specific Stakeholders of India.

2. Aims and Objectives

- (i) *Long Term*: Capacity creation and Maintenance in specific Laws, Policies and Practices, practice, education, training, research and awareness through a multidisciplinary approach.
- (ii) *Short-Term (3 Years)*:
 - i) Development of suitable academic programs in specific Laws, Policies and Practices, education, research and training;
 - ii) Providing a framework for analyzing the impact of specific Laws in development initiatives in the country;
 - iii) Dissemination of knowledge and information through outreach programmes.

3. Framework of Assistance

GNLU Chair can have one Chair Professor/Associate Professor/Assistant Professor with emoluments ₹ 90, 000/₹ 60, 000/₹ 40, 000. Monthly emoluments may be revised depending upon the experience, qualifications, any other criteria that the Academic Council may deem fit in the larger interest of the University, subject to the approval of the Executive Council. The Chair can be assisted by one Research Associate appointed by the Chair in consultation with the Head of Research/Academic Affairs who shall be paid an honorarium of ₹ 25,000 per month for Non-NET candidates and ₹ 30,000/- for NET qualified candidates.

4. Finance

Every Chair shall be developed on the strength of the corpus fund of minimum ₹ 60 lacs as financed by the endowment agency, willing to carry out the research and the same shall operate till the expiry of 3 years, which may be renewed on the request by the endowment agency in accordance with the policy in existence at the time of renewal.



5. Topic of Research

The subject of research shall be proposed by the endowment agency financing the Chair.

6. Duration of Chair, Terms and Conditions of Chair, Benefits and Entitlements

- (i) A Selection Committee consisting of the Endowment Agency Representative, GNLU Director, Head of Research, Head of Academic Affairs and an external expert will select the Chair. The Registrar shall issue Letter of Appointment as Chair upon the recommendation made by the Selection Committee and subsequent approval by the Academic Council and the Executive Council.
- (ii) A Chair Professor/Associate Professor/Assistant Professor, will be appointed either by selection or by invitation by the recommendation from the Selection Committee for a period of 3 years, with initial one year duration, extendable annually for one year with maximum duration of 3 years.
- (iii) **Qualification and Experience:** A candidate for the position of Chair shall have:
 - i) Ph.D and/or LLM, preferably with subject specialization or fields closely associated with subject Laws, Policies and Practices;
 - ii) Research publications in peer reviewed journals; research reports;
 - iii) Research experience of minimum 10/8/2 years for Professor/Associate Professor/Assistant Professor in fields closely associated with subject Laws, Policies and Practices;
 - iv) Good knowledge of latest national and international research trends and developments in subject Laws, Policies and Practices field;
 - v) Abilities to organize international training workshops and brainstorming online/on-site discussions;
 - vi) Fluency in English language.

OR

- i) The Selection Committee may suggest any outstanding scholar, researcher or practitioner who in the view of the Committee has made significant contribution to knowledge or who can realize the aim and objectives of the Chair.
- ii) The Selection Committee will have prerogative to give preference to a candidate having:
 - a) Experience in the duties of the chair as prescribed; and/or
 - b) Experience in working with international subject agencies, law firms, corporate houses and relevant governmental agencies/departments; and/or
 - c) International exposure and outlook to Subject Laws, Policies and Practices.
- (iv) **Honorarium, Entitlements and Benefits**
 - i) The chair shall be considered for all legal and practical purposes a non-regular employee of the GNLU or the Endowment Agency.
 - ii) A monthly fixed pay amount in INR or equal amount in appropriate foreign currency or any other amount decided by the Selection Committee.
 - iii) The Chair is initially for one year and may be extended annually for a period of one year at a time, up to the maximum of three years, upon satisfactory performance of



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- the Chair and needs and interests determined by the Endowment Agency and the GNLU, with probation of three months in the first year of Chair. The Chair shall have no right for a continuous period of three years. The duration shall be decided by the Selection Committee. The Selection Committee may decide to subject the Chair for a trial period of three months in the first year of his/her appointment.
- iv) The Chair can avail one day casual leave per month and sick leave as per the circumstances. For administrative purposes, the leave and administrative records shall be maintained by the Office of the Registrar.
 - v) A return economic class airfare between the home place and Ahmedabad will be provided upon joining and separation, during the entire duration of stay, subject to at least one-full year performance of duties.
 - vi) A subsidized boarding and lodging at the GNLU may be provided.
 - vii) The Chair shall be responsible for all other expenses concerning his/her stay at the GNLU, such as medical insurance, visa fee, etc.
 - viii) Depending upon the availability of resources, circumstances and needs of the University and the Endowment Agency, the Selection Committee may recommend or adjust terms and conditions in context of attaining the aims and objectives of the Chair.
 - ix) The holder of the Chair shall have no claim over duration of appointment or any other benefits or entitlements, due to fact that another chair who is appointed under another scheme enjoys higher or lower level of honorarium, benefits and entitlements.
 - x) In case, if the Chair leaves during his/her tenure, he/she shall pay 25% of fellowship amount for the duration of the remaining term of the fellowship back to the University and shall pay 50% amount spent on him/her for his/her participation in external events. The research work and publications carried out as part of the duties and/or funding made available by the University shall be an exclusive property of the University.

(v) Research Associate

- i) The Chair in consultation with the Head of Research/Academic Affairs can appoint one Research Associate on a fixed remuneration per month, for an initial duration of one year with three months trial period. The Head of Research may request the Registrar to avail assistance of existing research or qualified administrative staff, in case, if hiring of a special research assistant appears to be more cost effective and efficient.
- ii) The Research Associate shall be considered for all legal and practical purposes a non-regular employee of the GNLU or the Endowment Agency.
- iii) The Research Associate can avail one day casual leave per month and sick leave as per the circumstances. For administrative purposes, the leave and administrative records shall be maintained by the Office of the Registrar.
- iv) A subsidized boarding and lodging at the GNLU may be provided.
- v) The Research Associate shall be responsible for all other expenses concerning his/her stay at the GNLU, such as medical insurance, etc.
- vi) Depending upon the availability of resources, circumstances and needs of the University and the Endowment Agency, the Selection Committee may recommend or adjust terms and conditions in context of attaining the aims and objectives of the Chair.
- vii) The Research Associate shall have no claim over any other benefits or entitlements, due to fact that another Research Associate who is appointed under



another scheme enjoys higher or lower level of honorarium, benefits and entitlements.

- viii) In case, if the Research Associate leaves during his/her tenure, he/she shall pay 25% of remuneration amount for the duration of the remaining term of the fellowship back to the University and shall pay 50% amount spent on him/her for his/her participation in external events. The research work and publications carried out as part of the duties and/or funding made available by the University shall be an exclusive property of the University.

(vi) **Support staff**

The Head of Research may request the Registrar to place services of existing administrative staff for providing administrative, clerical, logistics assistance to the Chair with or without special post allowance.

7. Programs and Activities

Under the direct supervision of the Head of Research and overall supervision of the Registrar/Director, the Chair shall undertake the following duties:

- (i) Initiate, plan, implement and follow-up research activities exclusively in the area of Subject Laws, Policies and Practices in collaboration with national and international stakeholders including but not limited to S&T institutions, industrial houses, international organisations, law firms, corporate houses, Government Departments, Public Sector Undertakings, etc.;
- (ii) Carry out doctoral or post-doctoral research, supervision of Ph.D./ LLM research to contribute to capacity building among subject stakeholders of the country;
- (iii) Conduct optional, credit, seminar teaching courses for students and practitioners in subject Laws, Policies and Practices;
- (iv) Plan and conduct training and extension activities such as workshops, seminars, round-table conferences;
- (v) Provide input to legislature, executive and judiciary on latest trends and developments in subject Laws, Policies and Practices on a regular and upon request basis;
- (vi) Assist in subject Laws, Policies and Practices related activities of the Endowment Agency and the GNLU including legal advise on legal suits/arbitration matters and other dispute resolution issues;
- (vii) Generate resources to assist various clients research, drafting, training, etc. in subject matters;
- (viii) Provide guidance to students, including preparation for placement and internship in subject Laws, Policies and Practices;
- (ix) Act as a nodal person on in subject Laws, Policies and Practices knowledge and research base of GNLU;
- (x) Mobilise financial and human resources to carry out the above programs and activities;
- (xi) Ensure that GNLU achieves Knowledge and Research Excellence world-wide in subject Laws, Policies and Practices;
- (xii) Report on an annual and periodic basis to the Endowment Agency and GNLU on programs and activities, indicators of achievement, results obtained under the Chair;
- (xiii) Performs any other duties as required by the Endowment Agency through GNLU and by the GNLU.
- (xiv) **Academic and Training Programmes:**

The Chair shall strive to generate and sustain interest in the subject Laws, Policies and Practices subject through but not limited by following means:



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- i) Introductory Foundation course at Under-Graduate/Post-Graduate level on fundamentals of subject Laws.
- ii) Compulsory course on subject Laws, Policies and Practices – half or one credit course spread over one semester.
- iii) One semester elective course at the Post-Graduate level.
- iv) Training of trainers programme (minimum one per year) in the field of subject should be held. The Head of Research may allow expenditure of maximum 2 lakh rupees per year for the said purpose.
- (xv) **Workshops/Conferences**
 - i) The Chair shall hold at least one workshop per year. The Head of Research may allow expenditure of maximum 2 lakh rupees per year for the purpose.
- (xvi) **Studies or Projects**
 - i) The Chair shall conduct one minimum study, including survey study or an extension project, with provision of some funding assistance from the University and Endowment Agency.

8. Domestic Travel expenditure

The Chair may avail expenses related to domestic travel, participation in GNLU-external conferences, workshops.

9. Miscellaneous Expenses

GNLU shall provide office space, telephone, internet, postage, charges for auditing Chair accounts, repairs or spare parts or other maintenance expenditure of computer/printer/ fax /photocopying machine, stationary etc. from the endowment or funding received for the purpose from the GNLU, UGC, Government Department, other sponsoring agencies, etc.

10. Non-Recurring Expenditure

- (i) A non-recurring allowance be made available for Depository of resource publications, purchase of books for the subject Chair library and subscription of international and national subject law, policies and practices publications in the initial year. In subsequent years an expenditure not exceeding the above limit may be allowed for Depository of resource publications, purchase of books.
- (ii) For infrastructure requirements, the subject Chair may utilize the already available infrastructure/facilities in the GNLU. Gaps could be filled in by applying for funding to the UGC, government department, other sponsoring agencies, etc.

11. Funding, Audit of Income and Expenditure

- (i) The programs and activities of the Chair shall be funded from the endowment or grant made by the Endowment Agency on a mutually agreeable basis. GNLU shall seek approval from or inform, as appropriate, its statutory bodies, wherever an advance or emergency funding is needed to support the programs or activities of the Chair.
- (ii) The Chair shall prepare and present status of income and expenditure in consultation with the GNLU Budget, Finance and Accounts Section for the annual audit purposes. In case, if the source of funding is governmental agency, then, the audited statement of expenditure shall be subject to the applicable norms of the funding or sponsoring agency.
- (iii) A copy of the audited statement of expenditure shall be submitted to the Endowment



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Agency for its observations and comments. The Chair in assistance with the University officers shall fully comply with the audit norms and fulfill all obligations in a timely manner.

(iv) Performance Management Assessment of the Chair:

- i) **Continuity:** The performance of the Chair shall be renewed annually based on its performance.
 - ii) **Deliverables:** The Chair would be required to draw up annual plan of action, which would be subject to review by the Head of Research, Director and the Endowment Agency. The release of the grant for the subsequent year would depend on the achievement of annual objectives. The Chair shall deliver quality publications, training and extension activities.
 - iii) **Maintenance of Accounts:** GNLU shall create separate accounts in the Nationalized Banks wherein the grants would be released.
- (v) GNLU- Endowment Agency subject Chair shall cooperate with the GNLU, Endowment Agency, Government Departments and other stakeholders as determined by the GNLU and the Endowment Agency by providing policy advice in the matters of subject matters.

12. Monitoring

Coordinating and Review Committee: The Coordinating and Review Committee consisting of the Director, Head of Research, Head of Academic Affairs and Head of Extension and Training Division, shall monitor functioning of the Chair, to discuss proposed activities and to resolve any pending issues on a six-monthly basis. The Chairman shall place an annual report on the functioning of the Chair, including audited statement of expenditure, to the statutory bodies of the University and the ENDOWMENT AGENCY.

13. Closing/Cancellation of the Chair

On the recommendation of the Chairman of the Coordinating and Review Committee, if the Chair is not functioning satisfactorily, the Chair shall be discontinued with at least 30 working days advance notice. The same applies in case of the Research Associate. The decision of the Coordinating and Review Committee as approved by the Chairman shall be final and non-appealable. Any issue arising out of the interpretation or implementation of the above norms shall be resolved bilaterally by the GNLU and the Endowment Agency and if needed, an assistance of mediator may be availed to facilitate the achievement of the aims and objectives of the Chair.

14. Miscellaneous

The Academic Council, keeping in view the larger interests of the University and to realize the aims and objects of the University, may amend these guidelines and authorize implementation of changes and place before the Executive Council for necessary ratification.

The provisions of any previously issued Administrative Directive, in so far as they relate to the GNLU Research Chair stands repealed. Notwithstanding such repeal, any action taken or proceedings pending shall be deemed to have been taken or completed under this directive.

This administrative directive comes into effect from 29 February 2016.




Registrar
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