

Guidelines for Establishing Research Centres at GNLU
GNLU/RPD/04/2020



Gujarat National Law University

GUJARAT NATIONAL LAW UNIVERSITY

Office of Dean Research and Publication

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1. Vision:

The University encourages the establishment of Research Centres at various levels of the organization that respond to emerging research opportunities, promote collaborative and interdisciplinary research and enhance research networking capacity and infrastructure.

2. Mission:

Research Centers at the GNLU further the mission of the University and advance the research objectives. The Research Centers differ from one another in focus, scope, and staffing, but each contribute in unique ways to the common goals of expanding knowledge, generating new discoveries, and/or having a positive impact on society through informing policy and systemic change. Research Centers also contribute to the education and training of the futuristic researchers by serving as learning environments for students. Interdisciplinary collaborations are promoted by the Research Centers both within the University and among external institutions.

3. Objectives:

The objectives of establishing a Research Centre are to:

- 3.1 Promote and facilitate collaborative and/or interdisciplinary research and enhancement of research networking capacity and infrastructure.
- 3.2 Provide education and training in research and related skills, especially for graduate and undergraduate students, and thereby enhance the academic programs of their constituent academic units.
- 3.3 Contribute to the university's strategic educational and research missions and to support synergies between research, teaching and learning.
- 3.4 Transfer and mobilize knowledge gained through research for the benefit of society via a variety of mechanisms as appropriate.
- 3.5 Enhance the reputation of its members, the constituent academic units, and the university through quality of its work.
- 3.6 Serve as an umbrella for diverse research activity related to a particular area of scholarship/research (e.g. multiple grants, publications, projects).
- 3.7 Generate external research funding to further the mission of the Center.

4. Proposal for Establishing Research Centre:

A proposal for a new center must be submitted to the Director through Dean, Research & Publication Division. The proposal must include:

- 4.1 The name of the proposed Centre.
- 4.2 Details of Nominated Head of Centre and list of Centre members for the proposed Centre.
- 4.3 Expected contribution of each member to the Research Center, including strengths that the researchers bring to the Center.
- 4.4 The Research Centre should present its rationale, objectives, and proposed plan of activity along with the contribution it can make to GNLU.
- 4.5 The Research Centres are expected to formulate their objectives and measurable goals to meet the purposes.
- 4.6 The mission and activities of the Research Centre should not duplicate with those accomplished by an existing Research Centre within the Faculty / University.
- 4.7 Interdisciplinary research activities that provide evidence of the potential for collaboration of researchers within the Research Center.
- 4.8 A computation of proposed funding and the potential for attracting external funding, including sources of potential funding to further the goals of the Research Center. Resources that have been secured from external sources and a rationale for resources requested of GNLU.
- 4.9 Funding for Research Centres can be made up of a combination of multiple internal and external sources including but not limited to: external funding agreements, academic unit operating funds, non-recurring funds, indirect funding, and endowments. Funding sources may change and adapt over time.

All the Research Centre/s and Endowed Research Programmes shall be working ancillary to the Research and Publication Division but the functioning, operations, decisions and working of the Research Centres would remain independent from the above mentioned.

5. Composition of Research Centre:

Research Centre will comprise of the followings:



5.1 **Head of Center:** - The faculty will hold the position of Head of Centre for the Research Centre. A Head of Centre can hold a position of 'Centre member' in any other Research Centre as per their interest.

Further, a Head of Centre may continue to hold the position for a maximum period of two terms on renewable basis and may be re-appointed subject to non-availability of a suitable candidate. The head of Centre shall be appointed by the Director.

5.2 **Centre Members:** - The Centre members are eligible for membership only at two Research Centres.

5.3 **Teaching and Research Associate / Research Associate:** - Every TRA/RA will assist not more than two Centers at GNLU at any given time.

5.4 **Student Members:** - One student convener may be appointed for the Research Centre and such convenorship shall be limited to one Research Centre only. The student members are eligible for membership only at one Research Centre.

6. Head of Centre:

A Head of Centre will normally be a faculty member of GNLU. The university expects that Head of Centres to be research leaders, capable of:

- Maintaining the confidence and cooperation of research centre members;
- Managing effectively and efficiently the research program and administrative affairs of the research centre; and
- Creating an environment conducive to intellectual and research growth.

6.1 Role & Responsibilities of Head of Centre:

Head of Centre are responsible for providing research leadership, which normally includes:

- 6.1.1 promoting and facilitating cutting-edge research, including collaborative and interdisciplinary research, in areas related to the goals of the university;
- 6.1.2 building, and providing sufficient support for, a community of innovative researchers to enhance research capacity at the university and to increase internal and external research opportunities for faculty, post-doctoral fellows, doctoral, post-graduate and graduate students;
- 6.1.3 developing networks between the Research Centre and researchers in the field of the public and private sectors, locally, nationally and internationally;



- 6.1.4 acting as the nexus between the university and the community with respect to research initiatives of mutual benefit;
- 6.1.5 where applicable, developing mutually beneficial linkages with industry in order to develop partnerships and collaborative research;
- 6.1.6 transferring knowledge to society through outreach (e.g. collaborative research; seminars; workshops; lectures; websites; publications) and, where applicable, through technology transfer (e.g. collaborative research; contract work; and commercialization of intellectual property);
- 6.1.7 overseeing the proper discharge of administrative duties of the research centre including supervising personnel, financial management, and operations;
- 6.1.8 managing the space needs of the Research Centre in cooperation with appropriate university authorities;
- 6.1.9 representing the interests of the Research Centre internally with senior academic administration;
- 6.1.10 enhancing the reputation of the Research Centre and the university by undertaking quality research and communicating that research to the society through publications in leading journals;
- 6.1.11 taking initiatives for establishing chairs / Research fellowships and raising of funds for research conducted by the Research Centre; and
- 6.1.12 Improving the University ranking at national and international level through research activities.

6.2 Tenure of Head of Centre:

The tenure of head of centre is two years from the date of appointment. The total duration of service as a Head of Centre shall not exceed four years unless under exceptional circumstances. Subject to performance, the Head of Centre may be reappointed for one additional two-year term tenure. Any Head of Centre who has served a maximum of two terms (e.g., 4 years) shall not be eligible to serve as Head of Centre in the same unless an exception exists as provided under the guidelines.



6.3 Extension (s) of tenure of Head of Centre:

In exceptional cases, the re-appointment of a Head of Centre may be extended in writing beyond the maximum of four years, for a specified period, provided that:

- 6.2.1 The voting members of the Centre shall support the additional extension for a specified period;
- 6.2.2 In case of non-availability of faculty member that qualifies for the position of Head of Centre; and
- 6.2.3 The Director of the University approves the additional extension for a specified period.

7. Centre Members:-

Apart from aiding Head of Centre in achieving the Centre targets, the Centre Members should aim at the steady enlargement of knowledge in their fields by enlarging their own knowledge through continuing study and by enlarging the knowledge of others through scholarly contributions. Centre Members should keep abreast of publications about new developments in their subject area, and attend and actively participate in the meetings of appropriate learned societies.

8. Teaching and Research Associate/ Research Associate:-

The Research and Publication Division will initiate the process of appointing Teaching Research Associate (TRA) or Research Associate (RA) for Research Centres/Research Endowments. Every TRA/RA will assist not more than two Centers at GNLU at any given time. The concerned TRA/ RA will perform duties under the guidance of the Head of Centre. The role and responsibilities of TRA/ RA include the following:

- Conduct interdisciplinary research in areas of law and allied discipline in collaboration with teaching and research staff including honorary members and students;
- Provide research assistance to teaching and research staff as and when required;
- Develop, plan, execute, monitor and report the research activities in collaboration with external universities, institutions, government departments, industrial and economic agencies, judiciary within India and abroad;



- Provide input to general teaching faculty on latest research development and emerging research trends in respective fields;
- Participate in overall planning and development of academic, research, training and extension programs and activities of the University;
- Conduct research based training and extension activities in the area of law;
- Perform any other duties including administrative, coordination, etc as required to achieve the aims and objectives of the University.

8.1 Tenure of TRA/RA's Position:

TRA/RA will be appointed for a period of one year and the contract shall be extendable upto three years based on their performance. The Head of Centre and Dean of Research and Publication Division will mutually and conjointly inform the Registrar through Dean, Research & Publication Division for the termination or extension of TRA/ RA's contract thirty days before the completion of one year. The Head of Centre will evaluate the performance on the following basis of-

- 8.1 Activities undertaken for the Centre.
- 8.2 Involvement in submission of Research proposals/ projects.
- 8.3 Participation in conferences/ seminars/ workshops etc.
- 8.4 Publications in leading journals.
- 8.5 Providing research inputs as and when required.
- 8.6 Any additional responsibilities performed by the TRA/ RA.

9. Financial Assistance / Incentives

- 9.1 The Head of Centre must submit their budget estimations for the upcoming financial year on or before the prescribed date.
- 9.2 Under Impress fund, the Head of Centre shall keep an impress amount of Rs.10,000/- for their centre activities.
- 9.3 The Centre can seek suitable institutional funding for the Centre. Each Centre shall spend minimum 50% of their Centre budget for carrying out research studies.
- 9.4 The Head of Centre will be entitled for a monthly honorarium as specified by the University for time to time. The honorarium shall be payable at the end of the

academic year based upon review of performance and recommendation of the Dean, Research and Publication Division and the Director of the University.

10. Research Internship Program

To create and promote research in Law and Interdisciplinary studies, Gujarat National Law University, through its Research Division, grants internships under the following schemes:

10.1 Faculty Seed Grant Program:

The students could be engaged by the Principal Investigator on a part-time basis during the research work. The selected research students shall be given honorarium of Rs. 6,000/- per month (consolidated). The said amount shall be deducted from the sanctioned project under Faculty seed Grant program.

10.2 Student Research Associate (SRA):

The number of interns for each Research Centre shall be one and the internships will be available in two slots i.e. winter slot (November to December) and summer slot (May to June). The selected researcher shall be given honorarium of 6,000 INR per month. The said amount shall be deducted from the Centre's budget for which the SRA is working. For more details about the Internships under Research Centre's please refer the 'Guidelines on GNLU Student Research Associates (SRA) Internship Programme/GNLU/RPD/3/2019'.

11. Renaming of a Research Centre:

For a Research Centre to change its name, the Head of Centre must prepare and submit a proposal outlining the rationale to the Director of the University through Dean, Research and Publication Division for approval. Once the proposal is approved by the Director, the Head of Centre will distribute the proposal to members of the Research Centre or other internal or external stakeholders, and solicit letters of support in favour of the new name / splitting of research centre.

12. Closure of a Research Centre:

In exceptional circumstances, a Centre may be closed before the end of its current term, with the agreement of the Administrative Authority and the Head of Centre after consultation with Centre members in the Centre. When a Research Centre is to be closed, the Head of Centre (or the person



to last serve in that position) shall be responsible for coordinating the appropriate and orderly closure of the Centre, including but not limited to completion or termination of research activities and projects in the Centre, resolution of financial matters, disposition of infrastructure (including computers) and other physical resources (e.g. furnishings), archiving of management records, and proper handling of research resources including archiving of research data, records, and research results as required by university or funding agency policy. At any point outside the review process a Research Centre may be discontinued in the event:

- 12.1. A majority of members of the Research Centre vote for discontinuation.
- 12.2 The Research Centre has fulfilled its stated goals and has no plans for future activities.
- 12.3 Lack of submission of annual reports for a period of two years.
- 12.4 The Research Centre no longer meets or fulfils the mandate articulated in its terms of reference

13 Review of Research Centre:

The review of each Research Centre will be initiated by the Office of Research and Publication Division annually. The purpose of the Research Center review is to provide feedback to Research Centers for self-evaluation, feedback to administration on the performance of Research Centers, recognize activities carried by the Research Centers and to justify future support or expansion, assess appropriate utilization of resources and assess contribution of Centre members. The Research Centre must submit the relevant list of documents for review process and the Review of Research Centers assessment will consists of the parameters mentioned herein:



Research Contribution

Sr. No	Sub-Category	% for Research Weightage
01	Research Papers (i. Published in Scopus/Web of Science Indexed Journals – 25% And / OR (ii. UGC Care Listed – 20% And / OR (iii. Research Publications including Peer reviewed journals, Books, Working papers, Conference proceedings, Chapters in edited book etc-- 10%)	25%
02	Research Projects (External funded project – 25%; internal funded project – 10%)	25%
03	Consultancy Projects	20%
04	Organizing Training Programmes/ Conferences/ Certificate Courses/Capacity Building Programmes (minimum 2 events annually)	20%
05	Establishing Research Chairs at GNLU	10%
Total		100%

14. Miscellaneous

The Director shall be the final authority for the approval of honorarium payment to Head of Centers and interpretation of these Guidelines. In case of any conflict, the decision of the Director shall be final.




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