

Compendium on Right to Information Act, 2005

PUBLIC AUTHORITY: **Gujarat National Law University, Gandhinagar.**

Updated on: - **13 December 2011**

Introduction:

This compendium seeks to highlight the function and activities of the Gujarat National Law University, Gandhinagar and to promote transparency and accountability in the working of the University. The Objective of the Compendium is also to provide easy access to the public who wish to have any information relating to the functioning of the University. The information, which may be required from the Public Authority, will be made available on application in accordance with the rules framed in this regard under the Right to Information Act 2005.

The Public authority has already notified the Public Information Officer as at Section 4(1) (b) (xvi) of RTIA 2005 of this compendium.

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Section 4(1) (b) (i) of RTIA 2005
The particulars of its organization, functions and duties

1. Gujarat National Law University (GNLU) is the statutory university established by the Govt. of Gujarat under the Gujarat National Law University Act, 2003. Gujarat National Law University seventh of its kind in India, is a Law University established by the Gujarat State Legislature unanimously under the Gujarat National Law University Act, 2003 with the aim of improving the standards of legal profession in general and legal education in particular.
2. The main objective of the University is “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.”
3. As GNLU is the member of Common Law Admission Test (CLAT), held nation-wide, students are admitted to the LLB and LLM through the merit of CLAT Examination only. University is progressing towards the goal as visualized in Medium Term Plan 2014. Copy of the Medium Term Plan is available on the GNLU website (<http://www.gnlu.ac.in/Medium Term Plan 2014.htm>).

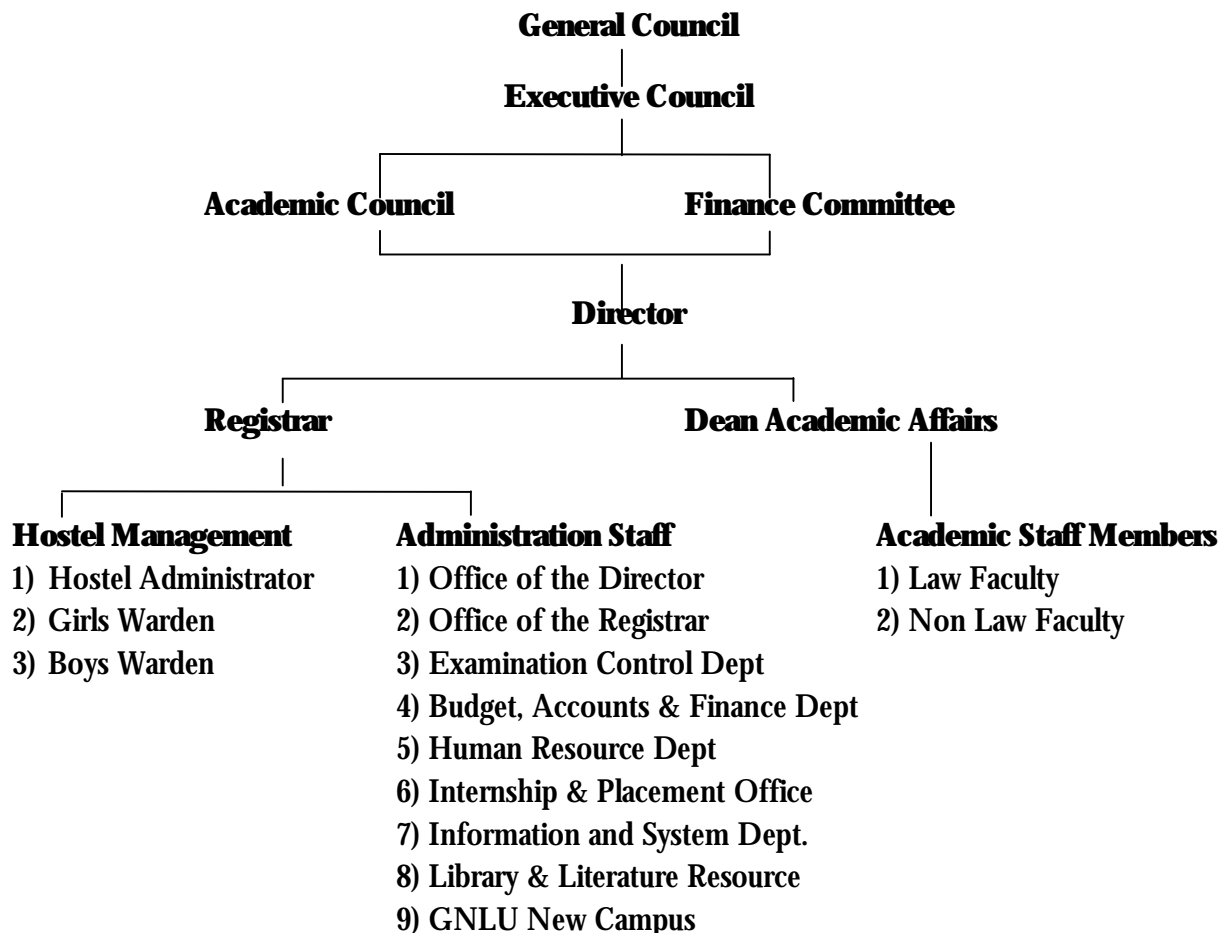
GNLU has established following centres under the Medium Term Plan 2014:

- 1) GNLU Centre for Private International Law
- 2) GNLU Centre for Public International Law
- 3) GNLU Centre for Sports Law
- 4) GNLU Centre for Food Security & Agro-Economy
- 5) GNLU Centre for Foreign Policy & Security Studies
- 6) GNLU Centre for Environmental Law & Climate Change
- 7) GNLU Centre for Corporate Law, Banking & Investment

GNLU has academic/research/mooting collaboration with various universities at national and international level, some of them are:

- 1) United Nations Institute for Training and Research (UNITAR), Geneva
- 2) IDSE, University of Barcelona, Spain
- 3) University of Malaya, Kuala Lumpur, Malaysia
- 4) World Trade Institute, Berne, Switzerland
- 5) Copenhagen University, Denmark
- 6) University of Mauritius, Mauritius
- 7) University of Rome, La Sapienza, Italy
- 8) University of Haifa, Israel
- 9) Hebrew University of Jerusalem, Israel
- 10) Bond University, Australia
- 11) Gujarat Forensic Science University, Gandhinagar
- 12) Pandit Deendayal Petroleum University, Koba
- 13) Gujarat University, Ahmedabad
- 14) Nirma Law Institute, Ahmedabad

4. Organizational Structure of the Gujarat National Law University, Gandhinagar is as below:



Section 4(1) (b) (ii) of RTIA 2005
The powers and duties of its officers and employees

ACADEMIC STAFF

Director

- a) The Director shall be appointed by the General Council after considering the recommendations of the Executive Council and in consultation with the Visitor.
- b) The Director Shall be an academic person and outstanding scholar in law with publication works of high quality to his credit. He should, in the estimation of the General Council, be capable of providing effective leadership to he University community. The Director may resign from or may be removed by the University by giving three months notice or three months pay in lieu thereof.
- c) 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.
- d) The Director shall hold office for a term of five years. He shall be eligible for re-appointed for a further term of five years only.
- e) The Director shall-
 - 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;
 - 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;
 - have all such powers as are necessary for proper maintenance of discipline in the University
- f) When in the opinion of the Director, an Emergency requires immediate action, he shall take such action 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 that matter.

Head of Departments (Dean of Academic Affairs)

- a) Each of the Departments of the University shall have a Head of the Department
- b) The Head of the Department shall be appointed by the Executive Council and shall be principally responsible for the instructions, training and research of the Department.
- c) The Head of the Department shall be responsible to maintain the standards of instructions, research and examination in respect of the concerned Department as may be decided by the Academic Council.
- d) Where there is no head appointed, the Director shall be deemed to be the head of a Department.

Professors

- a) To take classes (theory and practical) under overall supervision of the respective Head of the Department
- b) Responsible for equipment/material under his charge
- c) To assist Director/Head of the Department in research work, quality improvements programmes and guide the junior teaching staff.
- d) Such other duties and responsibilities as may be assigned by the University authority time to time.
- e) To supervise research work/project assignments.

Associate Professors

- a) To take classes (theory and practical) under overall supervision of the respective Head of the Department
- b) Responsible for equipment/material under his charge
- c) To assist Professors and Head of the Department in research work and in other requirements
- d) Such other duties and responsibilities as may be assigned by the University authority time to time.
- e) To provide guidance to Asst. Professors and involvement in research works and project assignments under the supervision of the Head of the Department.

Assistant Professors

- a) To take classes (theory and practical) under overall supervision of the respective Head of the Department
- b) Responsible for equipment/material under his charge
- c) Such other duties and responsibilities as may be assigned by the University authority time to time.

NON ACADEMIC STAFF

Registrar

- a) The Registrar shall be appointed by the Executive Council on the recommendation of a Selection Committee consisting of the Director as the Chairman and two experts to be nominated by the Executive Council.
- b) Registrar shall be a whole time officer of the University.
- c) The Registrar shall be the ex-officio Secretary to the Executive Council and the Finance Committee, but he shall not be considered to be a member of any these authorities.
- d) The Registrar shall;
 - comply with all directions and orders of the Executive Council and the Director,
 - be the custodian of the records, common seal and such other property of the University as the Executive Council may direct,
 - 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.
- e) The Registrar under the instructions of the Director shall convene all the meetings. He shall take note and maintain the minutes of the meetings.
- f) The Registrar may resign from or may be removed by the University after giving three months notice or three months pay in lieu thereof.
- g) When the post of the Registrar is vacant, the Director may authorize any officer of the University to exercise such powers and perform such functions of the Registrar, as he thinks fit.

Planning and Coordination Officer

- a) Reporting to the Director and Registrar on various activities planned and non-planned of the university.
- b) Responsible for providing office management services including preparation of budget to the University.
- c) Organizing various statutory meetings and official functions
- d) Design and implement office policies
- e) Establishment of standards and procedures for smooth functioning of various departments/units
- f) Liaising with other agencies, organizations and groups
- g) Supervision of clerical and secretarial staff
- h) Planning for recruitment of staff at various levels
- i) Any other assignment as assigned by the Director

Accounts Officer (Jr. Accounts, Budget & Finance Officer)

- a) Maintenance of accounting and financial systems for the office, ensuring compliance with necessary regulations;
- b) Checking the requests from the staff (Academic and Non-Academic) for payment of planned/unplanned expenditures;
- c) Preparation of University's annual budget;
- d) Preparation of budget and expenditure reports for specific project activities;
- e) Assist in procurement and operations including processing purchase order, procuring all items at competitive rates;
- f) Maintenance of effective and efficient administrative & HR systems (local travel, office and equipment maintenance, record keeping);
- g) Coordination with Registrar's and Director's office on financial reporting and related issues as required;
- h) Assisting in the preparation of audits and work plans as required;
- i) Ensuring continuous availability of adequate funds for running the University;
- j) Ensuring implementation of Income Tax and TDS rules and regulations and deposit TDS timely;
- k) Ensuring fulfillment of financial needs like renewal of insurance, equipments, AMCs, renewal of lease agreement, etc;
- l) Managing electronic and paper-based project document filing systems;
- m) Maintenance of petty cash account;
- n) Arranging the logistics from Accounts Department during meetings/workshop/training;
- o) Liaising with Banks, vendors, govt. offices & other agencies with reference to financial matters; and
- p) Performing any other duties as required.

Assistant Administrative Officer (Head of Human Recourse Department)

- a) Managing and developing administrative, non-teaching staff within the college, including performance appraisal, discipline, role clarification and training and assisting in legal matters i.e. court cases, contracts and contractual obligations of the University
- b) Assisting in the preparation and the formulation of the University strategic plans and the implementation of such plans by ensuring efficiency and effectiveness and also ensuring compliance with all regulations and policies
- c) Responsible to maintain all records and statistics of the University and preparation and provision of Railway and Air Fare Concession forms for the students.
- d) Formulating specifications in connection with calls for quotations/tenders for procurement of services and goods, in full observance of the relevant government legislation, procedures and policies.
- e) Maintaining regular liaison with external agencies, organizations and institutions and also maintain high standards of student and faculty relations.
- f) Responsible for the administration related to University activities i.e. events, Hostel Administration etc and manage all team building activities, coordinate visitors visit and travel
- g) Ensure the efficient upkeep and maintenance of the University property and supervision of House Keeping and Security matters.
- h) Assisting in the production, printing and dissemination of information and other material for different stakeholders.
- i) Payment verification, bills verification, involved in major purchase negotiation and ensure full follow up done proactively
- j) Responsible for joining formalities, leave management, day to day administration of the University

- k) Maintaining personal files of all the employees which including increment, promotion, transfer, fixing up the pay, maintaining the attendance.
- l) Any other duties assigned by the Director or the Registrar.

Librarian

- a) The Librarian shall be a whole time employee of the University
- b) The University library shall be managed by the Librarian.
- c) The Librarian shall be appointed by the Executive Council on the basis of the recommendations of the Selection Committee.
- d) The Librarian will have to select materials, organize those materials and help people use them efficiently.
- e) The Librarian will have to deal with printed resources and non-printed materials such as CDs, the internet, and computerized databases.
- f) The librarian displaying information for issuing and receiving books as well as planning and organizing programme to promote use of the library.

Head Information System

- a) Manage the acquisition and implementation of hardware and software systems for instructional, research and office administration use and determines when upgrades and enhancements in hardware, software and network services are required.
- b) Manage multiple servers and workstations by ensuring proper integration and operational efficiency also manage multiple linked databases by considering security measures, data safety and integrity, disaster recovery and development.
- c) Plans and implements system security policies which include firewalls, host and client access, file permissions and user accounts.
- d) Designs and develops methods and procedures for collecting, organizing, interpreting and classifying data for input and/or retrieval.
- e) Troubleshoots network, system and application problems to identify and correct malfunctions and other operational problems.
- f) Responds to problems related to complex computer applications and systems for faculty, staff and/or students by using fact-finding procedures, knowledge of work processes and procedures and familiarity with related programming practices, application, and system software and computer and/or multimedia equipment.
- g) Provides technical guidance and instruction in the use of computer technologies and in the planning, design, implementation, conversion and operation of a range (i.e., business, instructional, research, multimedia, etc.) of nonstandard applications, systems and devices and servers in mixed operating environments.
- h) Diagnoses application failures and provides emergency software repairs and recommends correction action to ensure a smooth operation of the systems.
- i) Maintains application software for networked systems including local world- wide- web based systems by identifying, analyzing and correcting problems to ensure a stable and reliable operation of application systems.
- j) Develops and implements system development standards by analyzing, developing, testing and implementing common, reusable library routines in order to operate and maintain systems more effectively and productively.
- k) Monitors and manages database backups, logs and journals and installs, maintains and upgrades database software and restores and/or recovers data.
- l) Designs and implements integrated hardware and software computer and information Systems.
- m) Develop, implement, and monitor security procedures and protocols to ensure systems are protected. Manage hardware and software inventories, site and/or server licensing agreements and user access.
- n) Any other duties assigned by the University authorities.

Hostel Administrator

Under the supervision and guidance of the Registrar and Chief Warden, the incumbent performs the following duties:

- a) Plans, coordinates, implements, evaluates and administers the GNLU Hostel activities including:
 - Responsible for any Maintenance Work at the Hostel

- Administers personnel and finances and ensures timely implementation of various Hostel Affairs, etc.;
- b) Develops, implements, monitors and evaluates various Hostel programmes including:
 - Fulfill needs and solve problems of GNLU Hostel;
 - Develops detailed guidelines to execute various projects;
 - Prepares human resource needs;
 - Manages effective and efficient work execution and progress reports;
 - Report to respective authorities about the Hostel regularly;
 - Monitors the quality control of various projects at the Hostel;
- c) Acts as a lead resource mobilization officer together with Registrar to mobilize resources for various programmes and activities;

Academic Coordinator

- a) Assist the Head of the Academics in the discharge of overall academic administration, financial and accounts matters.
- b) Academic Administrative support to the Examination Department if required.
- c) Drafting various project proposals for consultancies, follow up and reporting to the Head of the Academics, Registrar and Director.
- d) Coordinate various events under the supervision of concerned staff members.
- e) Any other duties assigned by the University authorities.

Personal Assistant to the Director

- a) Dictation from Director and typing of the same.
- b) Drafting letters as instructed by the Director
- c) Keeping proper records of the communications at the level of Director and maintaining security of all confidential documents.
- d) Any other duties assigned by the University authorities.

Other Middle Level and Junior Level Administrative Staff

They perform all their duties as instructed by their immediate supervisor or University authorities.

Section 4(1) (b) (iii) of RTIA 2005

The procedure followed in the decision-making process, including channels of supervision and accountability

Director proposes action with advice from the faculty and staff members. The files are put up and routed through the Registrar, Assistant Administrative Officer and Accounts officer as the case may be to the Director for approval and thereafter if necessary for a final approval of the Executive Council.

Section 4(1) (b) (iv) of RTIA 2005

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

The Gujarat National Law University, Gandhinagar is governed by the procedure as indicated in the Gujarat Act No.9 of 2003 which is known as Gujarat National Law University Act 2003 and in accordance with the resolutions passed by the General Council, Executive Council, Academic Council, Finance Committee and various committees from time to time. The University also follows the directives of the Ministry of Law and Justice, Government of Gujarat, the Bar Council of India and University Grants Commission and its own regulations for administrative and academic matters.

Section 4(1) (b) (v) of RTIA 2005

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

List of rules, regulations, instructions, manual and records held by public authority or under its control or used by its employees for discharging functions are:

1. Gujarat Act No.9 of 2003/ Gujarat National Law University Act 2003
2. Rules & Regulations as approved by the Executive Council and the General Council
3. Regulations of the University Grants Commission and Bar Council of Gujarat
4. Any other orders and rules prescribed by Government of Gujarat/India as applicable.

Section 4(1) (b) (vi) of RTIA 2005

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

The University has files related to administrative, accounts and academic matters along with the references and correspondences held by/under control of the Director of Gujarat National Law University, Gandhinagar. The University also has the following reports or documents under its control:-

1. Dossiers of Faculty and Staff of the University.
2. Files relating to the functioning of the University.
3. Books of Accounts / Cash Book.
4. Registers of stock etc.
5. Examination Scripts.
6. Agenda papers and resolutions of the meetings of the University statutory bodies

Section 4(1) (b) (vii) of RTIA 2005

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

Capacity/Career Building Scheme for the students/legal practitioners are conceptualized by the University and the implementation of this scheme is executed with the support of the Government of Gujarat and University Grants

Commission. The University has been conducting regular placement programme, moot courts, legal Aid services, other cultural activities, research projects, training programmes etc. during the academic sessions. Eminent Scholars, Judges, Lawyers, Government Officers, Political Leaders, international personalities and visionaries are consulted and invited for special lectures for the benefit of the students. The University offers consultancy services in the field of legal profession including training of their human resources. It also extends Resource Person supports to different Governments & Private sector enterprises as and when required. National and State Level workshops on legal awareness are conducted by the University from time to time.

Section 4(1) (b) (viii) of RTIA 2005

A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part 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 accessible for public:

Following are the statutory bodies of the University:-

1. The General Council.
2. The Executive Council.
3. The Academic Council.
4. The Finance Committee.

Meetings of the statutory bodies are held in following period of time or as and when required;

- The General Council meetings – once in a year.
- The Executive Council meetings – once in four months
- The Academic Council meetings – at least once in six months.
- The Finance Committee meetings – at least once in six months.

Minutes of the meeting of statutory bodies are accessible to public as and when required.

Section 4(1) (b) (ix) of RTIA 2005
A Directory of its officers and employees:

Address of all employees and office Phone and Fax no. are as follows;

Gujarat National Law University

E-4, Electronic Estate, GIDC, Sector 26, Gandhinagar, Gujarat, India

Office Phone: +91-79-23287157/8, Fax: +91-79-23287156

Email: contact@gnlu.ac.in, www.gnlu.ac.in

Sr. No.	Name of the Employee	Designation	Mobile No.	Email Address
1.	Adsure Rashmi Ms.	Academic Coordinator	+91-8128650865	radsure@gnlu.ac.in
2.	Anand Saurabh Mr.	Asst. Prof. of Sociology	+91-8128650808	sanand@gnlu.ac.in
3.	Anant Deogaonkar Mr.	Asst. Prof. of Law	+91-8128650847	danant@gnlu.ac.in
4.	Battacharjya Soma Ms.	Asst. Prof. of Law	+91-8128650867	sbattacharjya@gnlu.ac.in
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7.	Bihola Devendra Mr.	Office Assistant	+91-8128650833	contact@gnlu.ac.in
8.	Biswal Mamata Dr.	Associate Prof. of Law	+91-8128650803	mbiswal@gnlu.ac.in
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21.	F. S. Sakkarnaikar Mr.	Asst. Prof. of Law	+91-8128650849	fsakkarnaikar@gnlu.ac.in
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23.	Girish R. Mr.	Asst. Prof. of Law	+91-8128650806	rgirish@gnlu.ac.in
24.	Goswami Monish Mr.	Driver cum Office Assistant	+91-8128650835	contact@gnlu.ac.in
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30.	Jani Darshan Mr.	Site Supervisor	+91-8128654584	djani@gnlu.ac.in
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34.	Khant Kirit Mr.	Driver cum Office Assistant	+91-8128650824	contact@gnlu.ac.in
35.	Khatri Pranav Mr.	Accounts Assistant	+91-8128650878	pkhatri@gnlu.ac.in
36.	Malik Arunakumar Mr.	Asst. Professor of Political Science	+91-8128650850	amalik@gnlu.ac.in
37.	Mathew Thomas Mr.	Asst. Prof. of Physical Science	+91-8128650877	tmathew@gnlu.ac.in
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65.	Swaminadhan K. Mr.	Administrative Coordinator	+91-8128650804	kswaminadhan@gnlu.ac.in
66.	Thaker Balvant Mr.	Hostel Administrator	+91-8128650851	bthaker@gnlu.ac.in
67.	Thakkar Hitesh Mr.	Asst. Prof. of Economics	+91-8128650873	hthakkar@gnlu.ac.in
68.	Thaker Kanaiya Mr.	Administrative Assistant	+91-8128684326	kthaker@gnlu.ac.in
69.	Thakor Mohan Mr.	Gardener	+91-8128650814	contact@gnlu.ac.in
70.	Thakore Parbatji Mr.	Gardener	+91-8128650828	contact@gnlu.ac.in
71.	Thakur Santosh Mr.	Technical Assistant (Information Systems)	+91-8128650817	sthakur@gnlu.ac.in
72.	Tomar Anjanisingh Dr.	Asst. Prof. of Law	+91-8128650822	atomar@gnlu.ac.in
73.	Tripathi Anand Kumar Dr.	Asst. Prof. of Law	+91-8128650872	atripathi@gnlu.ac.in
74.	Trivedi Nisha Ms.	Administrative Assistant	+91-8128650868	ntrivedi@gnlu.ac.in

75.	Udapudi Shobhalata Dr.	Associate Prof. of Law	+91-8128650842	sudapudi@gnlu.ac.in
76.	Udayakumara Dr.	Asst. Prof. of Law	+91-8128650839	uramakrishna@gnlu.ac.in
77.	Vaghela Suresh Mr.	Office Assistant	+91-8128650848	contact@gnlu.ac.in
78.	Vaghela Vijay Mr.	Jr. Administrative Assistant	+91-8128650811	vvaghela@gnlu.ac.in
79.	Vanar Swetlana Ms.	Placement & Internship Coordinator	+91-8128650830	svanar@gnlu.ac.in
80.	Varjani Sunita Ms.	Teaching and Research Associate (Zoology)	+91-8128650870	svarjani@gnlu.ac.in
81.	Verma Asha Ms.	Assistant Professor of Law	+91-8128657563	averma@gnlu.ac.in
82.	Vijay Bindu Dr.	Asst. Prof. of Natural Science	+91-8128650879	bvijay@gnlu.ac.in
83.	Vyas Avani Ms.	Library Assistant	+91-8128650843	avyas@gnlu.ac.in
84.	Vyas Nayankumar Mr.	Academic Coordinator	+91-8128650819	nvyas@gnlu.ac.in
85.	Vyas Prakshep Mr.	Hostel Warden	+91-8128650823	pvyas@gnlu.ac.in
86.	Vyas Smita Ms.	Hostel Warden	+91-8128654583	svyas@gnlu.ac.in

Section 4(1) (b) (x) of RTIA 2005

The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:

If specifically required by any of the person they can approach to the Accounts Department.

Section 4(1)(b)(xi) of RTIA 2005

The budget allocated to each of its agency indicating the particulars of all plans, proposed expenditures and reports on disbursements made:

INCOME AND EXPENDITURE ACCOUNT FOR THE PERIOD/YEAR ENDED 31ST MARCH 2011

	SCHEDULE	CURRENT YEAR	PREVIOUS YEAR
A. INCOME			
income from sales/ services		0	0
Grants/subsidies	A	800,000,000	400,000,000
fees/ subscriptions	A	68,904,459	67,852,275
income from invest.(income from investment from earmarked / endowment funds transferred to funds)			
income from royalty , publication etc		0	0
interest earned	A	18,556,034	23,827,014
other income	A	23,134,287	445,203
increase or decrease in stock of finished goods and work in progress		0	0
TOTAL [A]		910,594,780	492,124,492
B. EXPENDITURE			
establishment expenses	F	45,273,812	33,850,177
other administrative expenses	E,G	27,475,686	22,273,489
expenditure of grants , subsidies etc.		0	0
interest		0	0
depreciation (net total at the year end corresponding to schedule: D)	D	2,985,467	3,059,293
TOTAL [B]		75,734,965	59,182,959
Balance being excess of income over expenditure (A-B)		834,859,815	432,941,533
transfer to special reserve (specify each)		0	0
transfer to / from general reserve		0	0
balance being surplus/deficit carried to corpus/capital fund		834,859,815	432,941,533
beneficent accounting policies			
contingent liabilities & notes to accounts			

Section 4(1)(b)(xii) of RTIA 2005

The Manner of Execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

University offer concession of fees of Rs. 12500/- to the Physically Challenged students and students belonging to reserved categories. The University has a Scholarship and Award Committee which declares scholarship and awards to the eligible faculty-staff members and students.

Section 4(1)(b)(xiii) of RTIA 2005

Particulars of recipients of concessions, permits or authorizations granted by it:

University provides the Railway and Air concessions forms to the students. University provides scholarship to the students as approved by the Finance Committee and Executive Committee for participating moot courts and conferences. University also support to the faculty members and administrative staff members for attending training programmes, conferences and refresher courses by providing registration fees, duty leave on case by case bases.

Section 4(1)(b)(xiv) of RTIA 2005

Details in respect of the information, available to or held by it, reduced in an electronic form:

www.gnlu.ac.in is the official website of the University which contains all the information related to the University is available and updated on regular bases. (Information available on website like admission, management, news, information circulars, University employee details, vacancy announcements etc)

Section 4(1)(b)(xv) of RTIA 2005

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:

The University brings out prospectus and information brochures from time to time about the courses offered and procedures of admission and other details. People can visit the University during working hours and seek any information required. University observes holiday on every Sunday, 1st and 3rd Saturday of every month and public holidays. University remains open between 9 am to 5 pm during the working days.

Means, methods or facilitation available to the public which is adopted by the University for dissemination of information are as follows;

- Advertisement in News Paper
- Notice Board within the primacies of the University and Hostel
- Inspection records, internal audit and statutory audit
- System of issuing copies of documents
- Printed brochures and prospectus
- Website of the University – www.gnlu.ac.in

Section 4(1)(b) (xvi) of RTIA 2005

The names, designations and other particulars of the Public Information Officers:

Following is the information of Public Information Officer;

Name: Dr. Dolly Jabbal
Designation: Registrar (I/C) and Associate Prof. of Law
Address: Gujarat National Law University
E-4, Electronic Estate, GIDC, Sector 26,
Gandhinagar, Gujarat, India. Pin - 382028
Office Phone: +91-79-23287157/8,
Office Fax: +91-79-23287156
Mobile: +91-8128650832
Email: registrar@gnlu.ac.in

Section 4(1)(b)(xvii) of RTIA 2005

Such other information as may be prescribed:

Gujarat National Law University, Gandhinagar – A Research-Based Teaching University

“GNLU has a unique and innovative model of legal education in the country...GNLU has created a unique learning environment for the students to achieve their professional objectives. Research and training coupled with solid grounding in theory prepares them for various segments of employment – be it judiciary, academic or legal profession...to produce professionals who are technically sound, professionally competent and socially relevant... an extensive mid-term plan... with clear goals and objectives. ... **more financial aid would go a long way in making this as a model university in terms of access, equity, quality and relevance.**” (Excerpts from the UGC Report 2011)

Gujarat National Law University (GNLU), Gandhinagar, established under the Gujarat National Law University Act, 2003, recognized by the BCI and the UGC, aims for excellence in terms of training, research, education and extension (TREE).

Ø Intellectual, Scholarly and Academic Environment

- * Only National Law University to offer integrated law degree in five areas – BA, LLB (Hon.), BCom, LLB (Hon.), BBA, LLB (Hon.), BSc, LLB (Hon.), BSW, LLB (Hon.), two years LL.M. and Ph. D. in laws and inter-disciplinary fields as well as diploma/certificate courses in various areas.
- * GNLU Star Honor for students with distinct additional achievements;
- * As the Nodal Agency, empowered to enhance the standards of legal education, research, training and extension for 32 law colleges in Gujarat.
- * Holistic approach to education, research and training to make Integrated Legal Advisors/Legal Counsels, to cater to the needs of the judiciary, government, law firms, corporate, PSUs, trade & commercial houses, academia, and NGOs.
- * Centres of Excellence in niche areas of economy – Centre for Distance Education, Centre for Private International Law, Centre for Public International Law, Centre for Sports Law, Centre for Food Security & Agro-Economy, Centre for Foreign Policy & Security Studies, Centre for Environmental Law & Climate Change, Centre for Corporate Law, Banking & Investment for specialized knowledge and professional excellence.
- * 41 motivated, dynamic, qualified and caring teaching staff drawn from all parts of India.
- * A Unique Academic Support Programme (ASP), special tutoring program, round-the-year for students needing special attention and wish to achieve high dreams

- * Regular mentoring and counseling by faculty members for professional excellence and personal development.
- * Full-time Placement Coordinator and Committee on Recruitment Affairs to coordinate Placements, Internships and Scholarships.
- * Well-developed mid-term plan with clear goals & objectives and indicators of achievement
- * Plans for International Study Trips for limited number of 8th Semester students to foreign law firms, MNCs, government establishments, universities, international organizations, NGOs, chambers of commerce, upon payment of additional charges

Ø **Publications**

- * GNLU Law Review (GLR),
- * GNLU Journal on Law, Development and Politics (GJLDP) – integrated research journal
- * Developing World Review on World Trade and Competition(DWRTC) – journal focussing on trade and competition, circulated by the World Trade Organisation, Geneva
- * Cutting-edge-research publications by faculty and students

Ø **Collaboration with foreign and national Institutions**

MoUs or active academic/research partnership and collaboration at international, national and state levels with the University of Mauritius, Mauritius, University of Malaya, Malaysia, CUTS Institute of Regulation and Competition, New Delhi (National), Haifa University, Haifa, Israel, Hebrew University of Jerusalem, Israel, University of Barcelona, IDSE, Institute Barcelona, Spain, United National Institute for Training and Research (UNITAR), Geneva, Switzerland, World Trade Institute (WTI), Bern, Switzerland, University of Rome, La Sapienza, Rome, Italy, University of Copenhagen, Faculty of Law, Copenhagen, Denmark, The Hague University of Applied Sciences, The Hague, the Netherlands and arrangements are under way for collaborative relationships with 37 nations across the globe; Gujarat Forensic Science University, Pandit Deendayal Petroleum University, Raksha Shakti University, Adani Institute of Infrastructure Management, Nirma University, etc.

Regular optional paper on *Foreign Legal and Judicial Systems* taught by visiting foreign professors *Mandatory Foreign Languages Training Distinguished Ambassador Lecture Series* etc.

Ø **Public-Private Partnership**

- * Active, enriching and dynamic partnership with public institutions and departments in law creation, execution and dissemination such as assistance in drafting and reviewing of bills for various government departments, assisting corporate and other sectors in providing legal research and advise; organizing regular training programmes like Media and Law Training, Mediation Training, Legislative Drafting Training, Bar Council of Gujarat Advocates Academy Training, Training for Police Personnel etc.
- * GNLU Case Monitoring System Project (Learning through Assistance): First-hand experience in assisting various levels of judiciary from the district level to the Supreme Court of India, PSUs, as part of internship/traineeship.

Ø **Scholarships, financial assistance and awards**

- * GNLU Scholarships for national and international Moots
- * GNLU Scholarships for Conferences, Workshops, Seminars
- * GNLU Scholarships for Best Research Papers
- * GNLU Scholarships for Research Assistance
- * GNLU Scholarships for International Internships (UN, Missions of India abroad) and Student Exchange
- * 22 gold medals for academic and extra-curricular achievements in various subjects
- * Facilitation of boarding/lodging and similar kinds of assistance for participation in national/international events.

Ø **Mooting**

- * GNLU International Moot Court Competition has set a benchmark of its own in the whole nation as appreciated by teams and partners across the world. It is one of the biggest legal events in the Indian Subcontinent and 4th Edition of GIMC will be organized from 8-12 February 2012 in collaboration with the World Trade Institute (Berne, Switzerland). Participation in nearly 40 national and international moot competition every year and many more events.
- * Faculty and senior students assist moot teams to bring laurels to the GNLU and the nation, along with the financial support.

Ø **Performance Management Appraisal System (PMAS)**

- * Professional human resources and financial management culture with the *Performance Management Appraisal System* and *Result-Based Budgeting* to maintain high professional standards.
- * Feedback by students, faculty members and all staff members at large enable the faculty to achieve high standards of competence, integrity, efficiency and vision.
- * Encouragement and assistance for participating in various training programmes at national and international level for all employees.
- * Best Faculty, Best Staff, Best House Keeper Awards and Goodness Award.

Ø **Capacity building of law colleges of the State**

- * As nodal agency, works to achieve high standards of legal education, research, training and extension for all 32 law colleges of Gujarat and maintains intellectually, socially and culturally rich relationships with principals, faculty members and students; plans to organise state level moot for all law colleges, responsible to publish Gujarat Law Review – a scholarly research journal, common admission test for entrance into LLB courses in these colleges, etc.

Ø **Internship and Placement**

- * A focused, coordinated and concerted approach to internship and placement with long term career development in mind.
- * Commitment to facilitate students with optimum internships and placements. The students get opportunities for internships and placements with international and national law firms, national and state PSUs, Supreme Court of India, State High Courts, Union and State government departments, LPOs, banks, corporate houses as well as NGOs.
- * Career advice and counseling; soft-skill workshops; special tutorials by senior students/alumni to enhance the students' skill sets.
- * GNLU encourages its graduates to work hard with sincere commitment and dedication.

Ø **Curricular And Extra-Curricular Activities**

- * Mandatory foreign language courses - Arabic, Chinese, French, Russian, Spanish, German, Japanese, Swahili & Sanskrit.
- * Round-the-year extracurricular activities such as debates, quizzes, and cultural activities, dandiya-garba etc.
- * Organization of sports meet and representation in various adventure and sports competitions.
- * Monthly In-House Faculty Seminars for faculty members and Debate on Leading Judgments by students.
- * Director's Friday Open Hours & bi-weekly dinner with students, monthly visits of students by faculty & staff, mid-term parents' meet, semester-beginning & semester-end meeting of individual batches with the Director, Registrar, Dean & all subject teachers.

Ø **Library**

- * Library acquisition exceeds more than 42,000 books; with some rare and priceless collections of international and foreign laws. Additions of new titles every month – plans to create first GNLU National Law Museum.
- * Annual Library budget - Rs. 50 lakh.

- * Access to Online Law Resources: National Knowledge Network, Westlaw, Manupatra, Hein Online, JSTOR, World Bank E Library, as well the library of the Gujarat High Court.
- * Access to digital library of the Peace Palace, the Hague, the largest collection of international law in the world.

Ø Infrastructure

- * Gandhinagar – safety, security, green and soothing environment campus in the *Knowledge Corridor* of Gujarat
- * State-of-art modern and classic new campus spread in 51 acres of land.
- * A residential university with academic blocks & halls of residence with wi-fi facility, sports stadium, gym facilities
- * All rooms – with attached bathroom-toilet.
- * Non-smoking, non-alcohol environment and observance of high standards of manners, ethics and values.
- * Excellent connection of means of transportation, High Court and other offices – Airport – 15 min, High Court, 20 min, Legislative Assembly, Sachivalaya (Government of Gujarat Secretariat) & PSUs – 15 minutes

Under Graduate Programme [FIVE YEARS BA/BCom/BBA/BSc/BSW LL.B. (Hons.)]

Ø Eligibility for Admission for UG Programme

- * Successful clearance of HSC/Intermediate Examination (10+2) or its equivalent examination with not less than 50% marks in aggregate (45% in case of SC/ST and Persons with Disability)
- * Candidate appearing in the qualifying examination can appear provisionally, subject to the production of necessary qualification papers before or at the counseling session.
- * Candidates passing HSc/10+2/equivalent exam by re-take/more than one attempt/special permissions are not eligible.

Ø Course Structure for UG Programme

<p style="text-align: center;">Semester I</p> <ol style="list-style-type: none"> Legal Methods Law of Torts English (Communicative English) History <p style="text-align: center;">B.A.</p> <ol style="list-style-type: none"> Principles of Economics Principles of Political Science <p style="text-align: center;">B.B.A.</p> <ol style="list-style-type: none"> Principles & Practice of Management Corporate Accounting <p style="text-align: center;">B.S.W.</p> <ol style="list-style-type: none"> Social Work Profession: Theory and Practices Sociology for Social work in India 	<p style="text-align: center;">Semester II</p> <ol style="list-style-type: none"> Law of Contracts-I (General Principles and Specific Reliefs) Legal language & Legal English Legal History Sociology <p style="text-align: center;">B.A.</p> <ol style="list-style-type: none"> Macroeconomics: Policy & Practices Political Thought: Western & Indian <p style="text-align: center;">B.B.A.</p> <ol style="list-style-type: none"> Managerial Economics Managerial Accounting <p style="text-align: center;">B.Sc.</p> <ol style="list-style-type: none"> *Advanced Sciences – III Genetics & Pharmaceutical Sciences – I <p style="text-align: center;">B.S.W.</p> <ol style="list-style-type: none"> Social Work Profession: Investigation, Methods and Strategies Contemporary Social Issues
<p style="text-align: center;">Semester III</p> <ol style="list-style-type: none"> Constitutional Law-I (Article 1 to 51-A) Legal Theory Crimes-I (IPC & elements of Cr PC) Law of Contracts-II (Specific Contracts, Partnership and Sale of Goods) Law of Civil Procedure-I <p style="text-align: center;">B.A.</p> <ol style="list-style-type: none"> Indian Political System: Issues & Challenges <p style="text-align: center;">B.B.A.</p> <ol style="list-style-type: none"> Quantitative Techniques <p style="text-align: center;">B.S.W.</p> <ol style="list-style-type: none"> Human Growth and Development 	<p style="text-align: center;">Semester IV</p> <ol style="list-style-type: none"> Constitutional Law- II (Constitutional Bodies) Interpretation of Statutes Law of Criminal Procedure-II (Including Probation of Offenders & Juvenile Justice) Law of Civil Procedure-II (Limitation & Registration Act, Drafting, Pleading & Conveyancing) Administrative Law <p style="text-align: center;">B.A.</p> <ol style="list-style-type: none"> Money, Banking & Public Finance Marketing Management <p style="text-align: center;">B.B.A.</p> <ol style="list-style-type: none"> Corporate Tax Planning Environmental Science <p style="text-align: center;">B.Com.</p> <ol style="list-style-type: none"> Corporate Tax Planning Environmental Science <p style="text-align: center;">B.Sc.</p> <ol style="list-style-type: none"> Social Policy and Planning <p style="text-align: center;">B.S.W.</p> <ol style="list-style-type: none"> Social Policy and Planning
<p style="text-align: center;">Semester V</p> <ol style="list-style-type: none"> Family Law I Corporate Law I (Companies Act) 	<p style="text-align: center;">Semester VI</p> <ol style="list-style-type: none"> Family Law II Public International Law

3. Banking Law and Negotiable Instruments 4. Alternative Dispute Resolution 5. Constitutional Law III (Centre State Relations, Emergency & Amendments) B.A. 6. Development & Environmental Economics B.B.A. 6. Financial Management B.Sc. 6. Bio – Technology B.S.W. 6. Gandhian Approach to Welfare and Development	3. Law of Evidence 4. Corporate Law II (Mergers & Acquisitions, SEBI, SCRA, aspects of FEMA) 5. Transfer of Property and Easement B.A. 6. International Relations & Organizations B.B.A. 6. Auditing & Corporate reporting B.Sc. 6. Business Policy & Strategic Management/Entrepreneurship B.S.W. 6. Forensic Science 6. Management of Development and Welfare Services
Semester VII	Semester VIII
1. Environmental Law 2. Labour laws-I 3. Insurance Law 4. Law of Taxation-I 5. Private International Law 6. Optional (Competition Law/Air & Space Law/Criminology)	1. Human Rights & Humanitarian Law 2. Labour Law-II 3. Land Laws & Agricultural Laws 4. Intellectual Property Law 5. Law of Taxation-II 6. Optional (Biotechnology Law/Law of Disability/WTO Law)
Semester IX	Semester X
1. Information Technology Law 2. International Trade & Business Law 3. Clinical Paper-I (Draft, Pleading & Conveyance) 4. Clinical Paper-II (IPR) 5. **Seminar Papers - I 6. **Seminar Papers - II	1. Security & Investment Laws 2. Natural Resource/Sports Law 3. Clinic-III (Public Interest Lawyering, Professional Ethics & Law of Contempt) 4. Clinic-IV (Commercial Contract Drafting) 5. **Seminar Papers - III 6. **Seminar Papers - IV

* Advance Sciences will focus on the following areas: Electronics, Energy Technology, Information Technology, E-Commerce, Multimedia Tools & Information System Security, Motor Vehicle Technology, Petroleum & Oil Technology, Concepts & Techniques of Chemistry, Fertilizers, Metallurgy, Nuclear Science/Space Science, Synthetic Organic Chemistry, Polymer Chemistry, Cytology, Microbiology, nanotechnology and Bio–chemistry.

** Seminar Papers: Comparative Constitution, International Arbitration, Law & Economics (Economic Analysis of Law), Corporate Governance, Infrastructure Law, Media law, Transport Law, Dispute Settlement in International Trade & Investment, International Contract & E-Contract, Election Law, Insolvency Law, Economic Offence & White Collar Crime, Corporate Finance, Medical Law, Maritime Law & Parliamentary Affairs.

Note: Minimum 20 students will be required in any course of BA, BCom, BSc, BBA, BSW on the basis of CLAT merit. If course is discontinued for lack of adequate number of students in any particular year, students of the same course will be transferred to other courses on the basis of available seats.

POST GRADUATE PROGRAMME (Two years LL. M.)

Ø Eligibility for Admission for PG Programme

- * LL.B. degree/equivalent from a recognized University, with at least 55% or more marks for General category and 50% marks for reserved categories.
- * Candidate appearing in the qualifying examination, such as LLB, can appear provisionally, subject to the production of necessary qualification papers before or at the counseling session.

Ø Course Structure for PG Programme

Student can choose any of the following groups for specialization in addition to compulsory subjects.

Group I - Intellectual Property Rights, **Group II** - New Economic Laws, **Group III** - Law and Good Governance

Semester I	Semester II
1. Comparative Constitutional Law 2. Legal Education and Research Methodology 3. Law and Social Transformation 4. Introduction to Advance Laws of IPR (GR-I) or Introduction to Advanced Issues of International Trade Law (GR-II) or Laws and Practice of Gender Equality (GR-III)	1. Legal Theory 2. Patent Law and Traditional Knowledge (GR-I) or Corporate Law (GR-II) or Administrative Law (GR-III) 3. Transfer of Technology and IPR Litigation (GR-I) or Securities Law (GR-II) or Alternative Dispute Resolution Mechanism (GR-III) 4. Biotechnology Law (GR-I) or Competition Laws (GR-II) or Law of Existing and Emerging Human rights (GR-III)
Semester III	Semester IV
1. Copyright Law and Neighboring Rights (GR-I) or Laws of Financial Services and Markets (GR-II) or Legal Framework and Issues of Local Government, Inter-State and Centre – State Relations (GR-III) 2. Trademark Law and Geographical Indication (GR-I) or Laws of Export and Import Regulations and Foreign Exchange and Investments (GR-II) or Laws relating to Public Authorities and Power holders (GR-III) 3. Internal Teaching Assignment and Others (Clinical Paper)	1. International Organizations and (WTO, WIPO, EPO) and IPR Issues (GR-I) or Law of International Contracts and E Contracts (GR-II) or Legal and Regulatory Frameworks of Public Private Economic Enterprise (GR-III) 2. Seminar & Dissertation in the area of respective group of specialization 3. Seminar & Dissertation

Note: Minimum 5 students will be required for any specialization on the basis of CLAT merit. If specialization is discontinued for lack of adequate number of students in any particular year, students of the same specialization will be transferred to other specialization on the basis of available seats.

Ø Intake and Reservations for UG & PG Programme

Available Seats in each category	Unreserved			SC			ST			GD			NRI			PH			Total
	G	F	T	G	F	T	G	F	T	G	F	T	G	F	T	G	F	T	
UG	54	24	78	16	07	23	08	03	11	28	12	40	03	0	03	04	01	05	160
PG	13	05	18	05	01	06	03	0	03	07	03	10	02	0	02	01	0	01	40

G = General, F = Female, T = Total, UR = Unreserved, GD = Gujarat Domicile, PH = Physically Challenged

- * NRI seats are applicable to NRI candidates or Indian nationals sponsored by NRI only. CLAT merit will be used for the admission to NRI quota.
- * Candidate needs to apply to the GNLU directly (check the GNLU website).
- * Unfilled seats, if any, shall be filled, as per the GNLU Executive Council decision, in order of the CLAT merit.

Ø Fee Structure for UG & PG Programme

Type of Fees	UG	PG
One Time		
Admission Fee	2000	2000
General Security Deposit (Library, Hostel, Mess etc)	20000	15000
Per Annum		
Tuition Fee – General	80000	25000
Tuition Fee – SC/ST/PH	60000	
Tuition Fee - NRI	12,000 USD	3000 USD
Infrastructure Maintenance Fee	5000	5000
Examination Fee	5000	5000
Academic facility Fee (Library, Computer, Internet, Moot Court, training, learning through assistance etc)	10000	10000
Hall of Residence and other related Fees	12000	12000
Extra-Curricular, Adventure, Sports and Gymnasium, social and cultural activities, welfare, fees	1000	1000
Total	Rs. 1,35,000/- (General)	Rs. 75,000/-
	Rs. 1,15,000/- (SC/ST/PH)	
	Rs. 55,000/- + 12,000 USD (NRI)	Rs. 50,000/- + 3,000 USD (NRI)

* Fees can be paid in equivalent amount of Rupees by NRI category students

Note:

- 1) The above fee structure is only for the Academic year 2012-13 and subject to revision from time to time by the University authorities.
- 2) Mess charges Rs. 12,000/- per semester will be extra and subject to revision from semester to semester.
- 3) All students taking admission in undergraduate course will have to learn and clear first three levels of any one language (Arabic, Chinese, French, Russian, Spanish, German, Japanese, Swahili and Sanskrit other than English) during first three years on a chargeable basis. The cost of the language courses will be informed prior to the commencement of semester.