

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

1. Particulars of organization, functions and duties

Sr. No.	Information	Detail of Disclosure
1	Name of Institution	Gujarat Maritime University
2	Date of Establishment	6 th May 2017
3	Complete Postal Address	Gujarat Maritime University, Guru Bhavan, GNLU Campus, Attalika Avenue Knowledge Corridor, Koba, Gandhinagar Gujarat – 382426
4	Contact Details	Landline: +91 79 23270500 Mobile: +91-6356894500 Email: info@gmu.edu.in
5	Website	www.gmu.edu.in
6	Nearest Railway Station	Sabarmati Railway Station (SBIB)- 15.5 Km
7	Nearest Airport	Sardar Vallabhbhai Patel International Airport (AMD)- 13.7 Km
8	Nearest Town	Gandhinagar
9	Type of Institution	Self-Financed
10	Minority Status of Institution	Non-Minority
11	Details of Sponsoring Body	GMB Education Trust

- Registration details under UGC act, 1956
GMU is registered under section 2(f) of the UGC act, 1956.
- Recognition under Gujarat Private Universities Act, 2009
The amendment dated 12th April 2017 (Act 21 of 2017) published in the Gujarat Government Gazette established the recognition of Gujarat Maritime University as a state private university. The Education Department Notification on the 6th May 2017 enforced the amendment on the same day.
- The Objectives of the University
 - I. To facilitate and promote maritime studies, training, research and extension work with focus on emerging areas of maritime studies like shipping management, shipping trade and finance, port operations, maritime human resource management, maritime policy, maritime law, international trade law environmental studies and other related fields, and also to achieve excellence in these and ancillary fields and other matters connected therewith or incidental thereto;
 - II. To take appropriate measures for promoting innovations in teaching-learning process, inter-disciplinary studies and research; and to pay special attention to the promotion of educational and economic interests and welfare of the people of India;
 - III. To promote freedom, secularism, equality and social justice as enshrined in the Constitution of India and to act as catalyst in socio-economic transformation by promoting basic attitudes and values of essence to national development;

- IV. To promote advanced knowledge by providing institutional and research facilities in such branches of learning as it may deem fit and to make provisions for integrated courses in Science and other key and frontier areas of Technology and allied disciplines in the educational programmes of the University; and
- V. To extend the benefits of knowledge and skills for development of individuals and society by associating the University closely with local, regional and national issues of development.
- VI. To collaborate with other recognized Universities, research institutes, industries, Government and Non- Government organizations of the country and abroad towards the fulfilment of the University objectives.

- Details of sanctioned programmes

LLM- Maritime Law

Sr. No	Description	Details
1	Name of Course	LLM- Maritime Law
2	Duration of Course	1 year
3	Offering Institute/ School	School of Maritime Law, Policy and Administration
4	Mode of Instruction	Contact Based, Full-time residential
5	Approved Intake	30
6	Consolidated Programme Fee	1,47,000
7	Details of Affiliating Body	N/A
8	Collaborations	Optional Study tour at Erasmus University, Rotterdam (Expenses to be borne by student)

LLM- International Trade Law

Sr. No	Description	Details
1	Name of Course	LLM- International Trade Law
2	Duration of Course	1 year
3	Offering Institute/ School	School of Maritime Law, Policy and Administration
4	Mode of Instruction	Contact Based, Full-time residential
5	Approved Intake	30
6	Consolidated Programme Fee	1,47,000
7	Details of Affiliating Body	N/A
8	Collaborations	Optional Study tour at Erasmus University, Rotterdam (Expenses to be borne by student)

EDP- Maritime Law

Sr. No	Description	Details
1	Name of Course	EDP- Maritime Law
2	Duration of Course	1 year
3	Offering Institute/ School	School of Maritime Law, Policy and Administration
4	Mode of Instruction	Limited Contact Hours, Part-time, non-residential
5	Approved Intake	30
6	Consolidated Programme Fee	1,20,000
7	Details of Affiliating Body	N/A

8	Collaborations	Optional Study tour at Erasmus University, Rotterdam (Expenses to be borne by student)
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EDP- International Trade Law

Sr. No	Description	Details
1	Name of Course	EDP- International Trade Law
2	Duration of Course	1 year
3	Offering Institute/ School	School of Maritime Law, Policy and Administration
4	Mode of Instruction	Limited Contact Hours, Part-time, non-residential
5	Approved Intake	30
6	Consolidated Programme Fee	1,20,000
7	Details of Affiliating Body	N/A
8	Collaborations	Optional Study tour at Erasmus University, Rotterdam (Expenses to be borne by student)

MBA- Shipping and Logistics

Sr. No	Description	Details
1	Name of Course	MBA- Shipping and Logistics
2	Duration of Course	2 year
3	Offering Institute/ School	School of Maritime Management
4	Mode of Instruction	Contact Based, Full-time residential
5	Approved Intake	60
6	Consolidated Programme Fee	5,00,000
7	Details of Affiliating Body	N/A
8	Collaborations	Optional Study tour at Copenhagen Business School, Denmark (Expenses to be borne by student)

- List of Schools and Centers

Schools of the University / Centre	Centers
Centre of Executive Education	Centre of Executive Education
School of Maritime Law, Policy and Administration	<ul style="list-style-type: none"> ▪ Centre for Maritime Security Studies ▪ Centre for Maritime Environmental Law ▪ Center for Maritime Labour Law ▪ Centre for Maritime Dispute Resolution ▪ Center of Post Graduate Legal Studies

- List of councils, bodies and cells of the University

Statutory Bodies, Committees and Councils

- I. Governing Body
- II. Board of Management
- III. Academic Council
- IV. Finance Committee
- V. Board of Studies- School of Maritime Law, Policy and Administration
- VI. Board of Studies- School of Maritime Management

- Constitution, powers and functions of the Governing Body
 - I. The formation of the Governing Body shall be as per provisions of the Act.
 - II. In pursuant to the Government of Gujarat's approval vide memorandum no. WKS-102014-G-322-GH-1 dated 1st March' 2017, the composition of the Governing Body would invariably include the High-Level Committee members. Accordingly, the total number of Governing Body members would be Sixteen (16).
 - III. The Governing Body shall have the powers to increase the number of Governing Body members subject to the approval of the Statutes approved by Governing Body.
 - IV. The Governing Body of the University shall consist of the following members namely: -
 - a) The President, shall be the Chairman of the Governing Body.
 - b) The Provost;
 - c) Four persons to be nominated by sponsoring body out of whom two shall be eminent educationist;
 - d) Two Deans or Directors of the constituent schools or centers of the University, by rotation, to be nominated by the provost;
 - e) One expert of Management or Information Technology from outside of the University to be nominated by the Governing Body;
 - f) Three experts representing other disciplines such as finance, legal, social sector to be nominated by the governing Body;
 - g) One eminent Industrialist to be nominated by the Governing Body, and
 - h) Secretary to the Government of Gujarat, Higher and Technical Education or his representative not below the rank of Deputy Secretary to the Government or to the Deputy Commissioner *ex-officio*
 - V. Until the regular appointments, Chief Secretary Gujarat and Vice Chairman & CEO Gujarat Maritime Board will be the first President and Provost of the University, respectively. Upon the appointment of regular President and Provost, both Chief Secretary Gujarat and Vice Chairman & CEO GMB shall continue to be members of the Governing Body.
 - VI. The Registrar shall be the Member-Secretary of the Governing Body.
 - VII. Save as otherwise provided in this section, the term of nominated members of the Governing Body shall be three years from the date of nomination;
 - VIII. An *ex-officio* member shall continue so long as he holds the office by virtue of which he is such a member.
 - IX. As nearly as one third (1/3rd) of the nominated members, except the *ex-officio* member, shall retire by rotation each year. In the first two instances, the Governing Body may decide the procedure to identify the members who will retire.
 - X. A member may be re-nominated for the next term.
 - XI. A member may resign his office by writing under this hand, addressed to the Chairperson, but he shall continue in office until his resignation has been accepted by the Chairperson.
 - XII. The Governing Body shall be the supreme authority of the University. All the movable and immovable property of the University shall vest in the Governing Body.
 - XIII. The Governing Body shall have following powers, namely: -
 - a) To provide general superintendence and directions and to control functioning of the University by using all such powers as are provided by the Act or the Statutes, Ordinances, Regulations or Rules made there under;
 - b) To review the decisions of other authorities of the University in case they are not in conformity with the provisions of this Act or The Statutes, Ordinances, Regulations or Rules made there under;

- c) To approve the budget and annual report of the University;
 - d) To lay down the extensive policies to be followed by the University;
 - e) To recommend the sponsoring body about the voluntary liquidation of the University;
 - f) To review the acts of the Academic Council, the Finance Committee, Buildings and Estate Committee and other committees or authorities constituted by the University
 - g) To take decision on question of policy relating to the administration and the working of the University
 - h) To institute courses of study at the University on recommendation by Academic Council.
 - i) To make regulations on recommendation by Board of Management.
 - j) To invest monies and funds of the University and to take decision on the recommendation of the Finance Committee
 - k) To appoint such committees as it considers necessary for the exercise of its powers and performance of its duties under Gujarat Private Universities Act, 2009
 - l) To appoint Directors;
 - m) To lay down policies to be pursued by the University on recommendation of Board of Management.
 - n) To take such decisions and steps as are found desirable for effectively carrying out the objects of the University
 - o) To create or abolish post of teachers, officers and employees of the University on recommendation of Board of Management.
 - p) To delegate any of its power to the Provost, Directors, Deans, Registrar or any other officers, employee, Authority of the University or committee appointed by it on recommendation of Board of Management and
 - q) To exercise such other powers and perform such other functions as may be conferred or imposed upon it by or under the Act, the regulations, the subsequent statutes or the regulations, and all such other powers for achieving the objects of the University
- XIV. The Governing Body shall meet at least three times in a calendar year
- XV. Minimum four members shall form a quorum for a meeting of the Governing Body.
- XVI. Till the time all the vacancies in the Governing Body as per the Gujarat Private Universities Act, 2009 and as per the Statutes are filled in, the Governing Body shall comprise of the High-Level Committee members appointed by the Government of Gujarat and shall exercise full control as would have been the case if all the vacancies were filled up.

• Constitution, powers and functions of the Board of Management

- I. The formation of the Board of Management shall be as per provisions of the Act,
- II. The Board of Management shall consist of the following persons,
 - a) The Chairman – Board of Management;
 - b) The Provost;
 - c) The Vice Chairman & CEO of Gujarat Maritime Board;
 - d) The General Manager (Business Development) of Gujarat Maritime Board;
 - e) Two Persons, who are not the members of the Governing Body, to be nominated by the Sponsoring Body
 - f) Three Persons from amongst the faculty members of the University, to be nominated by the Sponsoring Body
 - g) One Faculty member, to be nominated by the President
- III. The President shall be the Chairperson of the Board of Management provided that the President may, at his discretion, nominate any other member of the Governing Body to be the Chairperson

- of the Board of Management the nominated person shall be an eminent and renowned industrialist or academician.
- IV. The Registrar shall be the Member-Secretary of the Board of Management.
 - V. The term of the nominated members of the Board of Management shall be of three years from the date of nomination. An ex-officio member shall continue so long as he holds the office by virtue of which he is such a member.
 - VI. Members of Board of Management may be re-nominated for next term.
 - VII. Powers and Functions of the Board of Management shall be:
 - a) To accept financial accounts together with audit report.
 - b) To approve the Annual and Supplementary Budget of the University and to place it before the Governing Body for its consideration and approval.
 - c) To adopt and follow the Budget for Expenditure as approved by the Governing Body.
 - d) To perform any other function that may be assigned by the Governing Body, Chairman of the Board of Management.
 - e) To create new posts of teachers, other officers and staff of the University and recommend the same to the Governing Body for approval.
 - f) To obtain approval from the Governing Body before the implementation of such decisions of the Board of Management that may have a bearing on the finances of the University.
 - g) To monitor, control and administer the general activity of the University.
 - h) To frame the fee structure as per faculties to be levied from the students in consultation with Fee Regulation Guidelines as released by the State Government from time to time
 - i) To approve addition, modification or removal of academic program as per recommendation of Academic Council.
 - j) To approve construction of infrastructure and other facilities on recommendation of Buildings and Estate Committee.
 - k) To approve annual recruitment, promotion and increment proposal of the University.
 - VIII. The Board of Management shall meet once in every two months.
 - IX. Minimum four members shall form a quorum for a meeting of the Board of Management

• **Constitution, powers and functions of Academic Council**

The Academic Council shall be the principal academic body of the University and shall, subject to the provisions of the Act, the statutes, the ordinances, and rules made thereafter, coordinate and exercise general supervision over the academic policies and programs of the University.

- I. The Academic Council shall consist of the following members:
 - a) The Provost;
 - b) Two representatives out of which one shall be academician and one shall be professional from industry, to be nominated by the Governing Body;
 - c) Two experts out of which one shall be academician and one shall be professional from industry in the field of maritime studies & research or allied field, to be nominated by the President;
 - d) Two Deans, by rotation to be nominated by the Provost;
 - e) Two Directors, by rotation to be nominated by the Provost;
 - f) One professor from each School/ Centre of the University, by rotation to be nominated by the Provost;
- II. The Provost shall be the Chairperson of the Academic Council
- III. The Registrar shall be the Member-Secretary of the Academic Council.

- IV. The term of the nominated members of the Academic Council shall be of three years from the date of nomination. An ex-officio member shall continue so long as he holds the office by virtue of which he is such a member.
- V. Members of Academic Council may be re-nominated for next term.
- VI. Subject to the provisions of the Act and the regulations, the Academic Council shall have the following powers and functions; namely,
 - a) To exercise control over the academic policies of the University and be responsible for the maintenance and improvement of standards of instruction, education and evaluation in the University;
 - b) To consider matters of general academic interest either on its own initiative or on a reference from the faculty member of the University or the Board of Management and to take appropriate action thereon;
 - c) To review the academic affairs of the University and to report thereon and make recommendations to the Board of Management and the Governing Body;
 - d) To make Ordinances relating to courses of study, examinations and other academic matters and submit them to the Board of Management for approval by the Board of Management and the State Government;
 - e) To make Rules and Regulations necessary to give effect to Ordinances and submit them to the Board of Management for approval;
 - f) To recommend to the Governing Body the award of degrees (other than honorary degrees), diplomas and certificates;
 - g) To make recommendations to the Board of Management and the Governing Body for the award of honorary degrees;
 - h) To exercise such other powers and perform such other functions as may be conferred upon it by the subsequent statutes, ordinances and regulations;
 - i) To make recommendation of addition, modification and removal of academic program, research centers and extension programs to Board of Management;
- VII. The Academic Council shall meet at least three times in a year.
- VIII. Minimum four members including the chairman shall form a quorum for a meeting of the Academic Council

• **Constitution, powers and functions of Finance Committee**

- I. The Finance Committee shall consist of the following persons, namely:
 - a) The Provost;
 - b) One member of the Governing Body, to be nominated by the President;
 - c) One Director, by rotation to be nominated by the Provost;
 - d) One expert in the field of finance to be nominated by the Governing Body;
 - e) The Registrar;
- II. The Provost shall be the Chairman of the Finance Committee
- III. The Chief Finance and Accounts Officer shall be the Member-Secretary of the Finance Committee.
- IV. The term of the nominated members of the Finance Committee shall be of three years from the date of nomination. An ex-officio member shall continue so long as he holds the office by virtue of which he is such a member.
- V. Members of Finance Committee may be re-nominated for next term.
- VI. The functions and powers of the Finance Committee shall be:
 - a) To examine the annual account and annual budget estimates of the University and to advise the Governing Body thereon;

- b) To review from time to time the financial position of the University;
 - c) To make recommendations to the Governing Body on University's financial policy matters;
 - d) To make recommendations to the Governing Body on all proposals involving raising of funds, receipts and expenditures;
 - e) To provide guidelines for investments of surplus funds;
 - f) To make recommendations to the Governing Body on all proposals involving expenditure for which no provision has been made in the budget or for which expenditure in excess of the amount provided in the budget needs to be incurred;
 - g) To examine all proposals relating to the revision of pay scales, up-gradation of the scales and those items which are not included in the budget prior to placing before the Governing Body;
 - h) To exercise such other powers and perform such other functions as may be conferred or imposed upon it by subsequent statutes, ordinances and regulations;
 - i) To recommend proposal of construction received from Buildings and Estate Committee to Board of Management for Approval;
- VII. The finance committee shall meet at least twice in each academic year.
- VIII. Minimum three members including the chairman shall form a quorum for a meeting of the Finance Committee.

• **Constitution, powers and functions of Board of Studies**

- I. There shall be a Board of Studies for each Department comprising:
 - a) The Head of the Department – Chairperson;
 - b) Two / three teaching staff from the Department;
 - c) Two experts to be nominated as members by the Provost on the recommendation of the Chairperson, Board of Studies, from outside the University out of which one shall be from academia and one shall be professional from industry, however, he must have expertise in the same field as the concerned Department.
- II. The Registrar shall be the Member-Secretary of the Board of Studies
- III. The term of the members of the Board of Studies shall be three years.
- IV. The Provost can constitute the Board of Studies for the Departments to be started by the University as and when required.
- V. Detailed syllabus of the different courses of the Department shall be prepared by the Board of studies and be submitted to the Academic Council for its approval and publication.
- VI. Contents of the syllabus shall be revised and updated by the Board of Studies from time to time and be submitted to the Academic Council for approval.
- VII. The meetings of the Board of Studies shall be arranged at least thrice during an academic year.
- VIII. In case of School / Departments that have only a singular program, there will be only Faculties to perform the above functions. The Faculties shall comprise of;
 - a) Head of School - Chairperson;
 - b) Head of all concerned Departments;
 - c) Two experts to be nominated as members by the Provost on the recommendation of the Chairperson of Faculties, from outside the University out of which one shall be an academician and one shall be professional from industry;
 - d) Registrar – Member Secretary

Other Cells and Committees of the University

1. Internal Quality Assurance Cell (IQAC)
2. Student Grievance Redressal / Disciplinary Committee
3. Internal Committee under The Sexual Harassment of woman at Workplace (Prevention, Prohibition and redressal) Act, 2012
4. Admissions Committee
5. Examination Committee
6. Internship and Placement Committee

2. The Powers and duties of its officers and employees

- Powers and Functions of the Provost:
 - I. The Provost shall be an ex-officio member of Board of Management. The Provost shall exercise general control and supervision over the University.
 - II. The Provost shall have the power to constitute committees including admissions, examinations and other which he deems fit for the performance of the duties assigned to him by the Act.
 - III. The regular Provost shall be a full-time salaried officer of the University and shall discharge his duties under the general superintendence and control of the President.
 - IV. The Provost shall be empowered to take decisions, which he deems fit, as may be found necessary by him in case of emergency/ exigencies. Such decisions shall be reported to the concerned authority or committees for approval and in the event of difference in the opinion; it shall be referred to the President, whose decision shall be final.
 - V. The Provost shall convene the meetings of all authorities and bodies as required under the Act.
 - VI. The Provost shall observe that the Statutes, Ordinance and Regulations of the University, State Government, and all other authorities as required, are strictly followed.
 - VII. The Provost shall hold the office for a term of three years. He will be eligible for appointment for further three years as a second term till a new Provost takes charge of the office, but in any case, this period shall not exceed one year.
 - VIII. The Provost shall receive pay and allowances as decided by the Governing Body from time to time.
 - IX. The Provost shall discharge the responsibilities and functions as per the Act/ Statutes and as assigned by the President and Governing Body from time to time in addition to the following duties.
 - a) To advise the Governing Body on planning and development of the University, particularly in respect of the norms and standards of education, teaching and research in the University and ensure compliance of the same.
 - b) To apply for membership of other institutions like Association of Indian Universities, Commonwealth Universities, Association of International Universities, India International Centre etc.
 - c) To coordinate with Deans/ Dept. Chairs concerned for collaboration with any University/ Research Institute/ Centers of the country and abroad from time to time with prior approval of the Governing Body and in accordance with the government directives;
 - d) To co-ordinate with the Deans concerned with regard to teaching and research in the University Schools of Studies and introduction of new courses;
 - e) Ensure implementation of the decisions of the authorities of the University;
 - f) Be responsible for imparting of instruction and maintenance of discipline in the University;
 - g) To provide academic leadership and motivation for excellence.

- X. The Provost shall be writing the confidential reports of the Deans/ HODs/ faculty members of the University teaching schools centers.
- XI. The Provost to process disciplinary action, whenever needed, against the faculty, Technical/ Admin. Staff of the University as per rules and as per Statutes.
- XII. The Provost to ensure high standards of education imparted at the University and to obtain accreditation, approval, high ranking/ etc.
- XIII. The other terms and conditions of the services of the Provost shall be such as may be prescribed by the Governing Body and until so prescribed, shall be determined by the President.
- XIV. Where any matter is of urgent nature requiring immediate action and the same cannot be immediately dealt with by the President or authority or body of the University empowered under the Act to deal with it, the Provost may take such action as he may deem fit and shall forthwith report the action so taken by him to the President or authority or body of the University who or which, in the ordinary course, would have dealt with the matter:
 Provided that if such authority or other body is of the opinion that such action ought not to have been taken by the Provost, it may refer the matter to the Governing Body which may either confirm the action taken by the Provost or annul the same or modify it in such manner as it thinks fit, and thereupon the action shall cease to have effect or, as the case may be, shall take effect in such modified form. However, such modification or annulment shall be without prejudice to the validity of anything previously done by or under the Order of the Provost.
- XV. Where the exercise of the power by the Provost under sub-section (IV) mentioned above involves the appointment of any person, such appointment shall be confirmed by the concerned authority empowered to approve such appointment, in accordance with the provisions of the Act and the regulations, not later than six months from the date of order of the Provost, otherwise such appointment shall cease to have effect on the expiration of a period of six months from the date of order of the Provost.
- XVI. To exercise such other powers and perform such other functions as may be conferred or imposed upon it by or under the Act, the regulations, or subsequent statutes

- **Powers and Functions of the Executive Director (Planning & Marketing):**

- I. The Member Secretary of the High-Level Committee shall, unless specified otherwise, be the Executive Director of the University.
- II. The Executive Director shall be responsible for:
 - a. Strategic planning & governance
 - b. Marketing and publicity
 - c. Strategic collaborations with government, industry and academic institutes nationally and globally
 - d. Campus development
 - e. Fund raising
- III. The Executive Director shall exercise such powers and perform such duties as may be assigned the regulations, subsequent statutes, the ordinances or as may be delegated to him by the Governing Body or the President.
- IV. The Executive Director shall work directly under control of the President and under co-ordination of Provost.
- V. The Executive Director shall be responsible for growth, development and sustainability of the University and shall play advisory role to President and Provost.
- VI. The functions of Executive Director shall be as following

- a. Responsible for creating, implementing and measuring the success of a comprehensive marketing and communications program that will enhance the university image and position within the marketplace and the general public, and facilitate internal and external communications.
 - b. Manage the strategic and creative design of university marketing and communications activities and materials.
 - c. Coordinate media interest in the university and ensure regular contact with target media and appropriate response to media requests.
 - d. Coordinate the appearance of university print and electronic materials such as letterhead, use of logo, brochures, etc.
 - e. Leads special projects as assigned, such as special events, re-branding/logo development, capital campaign communications plan.
 - f. Responsible for the achievement of marketing and communications mission, goals and financial objectives. Ensure that evaluation systems, including benchmarks, are in place related to these goals and objectives and report progress to the President.
 - g. Develop short- and long-term plans and budgets for the marketing and communications program and its activities, monitor progress, assure adherence and evaluate performance.
 - h. Provide support to the Provost, Governing Body members, and selected others in public affairs matters and marketing initiatives.
 - i. Help make sure that the university mission and vision are pertinent and practiced throughout the organization.
- **Powers and Functions of the Director:**
 - I. The Directors shall assist the Provost in managing the academic, administrative and other affairs of the institutes or centers and shall exercise such powers and perform such functions as may be prescribed or entrusted to them by the Provost.
 - II. The Director shall be Head for the respective School or Centre of the University.
 - III. The Director shall responsible for the overall supervision and control of the School or Centre and the conduct of teaching and research work in the respective School or Centre.
 - IV. The Director shall exercise such other powers and perform such other functions and duties as may be assigned by the Provost.
 - V. The Director shall be responsible for the academic performance of their respective School or Centre and shall be subject to activity audit.
 - VI. The Director shall be responsible for making monthly, semester or term wise and annual activity and financial budgets for the School or Centers under his control.
 - VII. The term of the office of the Director shall be for three years. After expiry of the term, he may be considered for re-appointment for one more term, if recommended by Provost.
 - VIII. The Director shall be Chief Academic and Executive Officer of respective School or Centre of the University.
 - IX. The Director shall work under superintendence, direction and control of the Provost.
 - X. His term shall be of three years and shall be eligible for re-nomination for one more term.
 - **Powers and Functions of the Registrar:**
 - I. All contracts shall be signed and all documents and records shift be authenticated by the Registrar on behalf of the University.
 - II. The Registrar shall be the Member-Secretary of all Authorities of the University.

- III. The Registrar shall have the following powers, namely: -
- a) Be responsible for the custody of records, common seal, the funds of the University and such other property of the University;
 - b) Place before the Governing Body and other authorities of the University, all such information and documents as may be necessary for transaction of its business;
 - c) Be responsible to the Provost for the proper discharge of his functions;
 - d) Be responsible for the administration and services of the University; and conduct the examinations and make all other arrangements necessary thereof and be responsible for the execution of all processes connected therewith;
 - e) Attest and execute all documents on behalf of the University;
 - f) Verify and sign the pleadings in all suits and other proceedings by or against the University. All the processes in such suits and proceedings shall be issued to and served on the Registrar, and
 - g) Exercise such other powers and perform such other duties as may be assigned to him by or under the Act, the regulations, subsequent statutes or as may be

• **Powers and Functions of the Chief Finance and Accounts Officer:**

- I. The Chief Finance and Accounts Officer shall be an officer of the University responsible for handling accounts, audit and finance of the University.
- II. The Chief Finance and Accounts Officer shall be a full-time salaried officer of the University and shall discharge his duties under the general superintendence and control of the President.
- III. The Chief Finance and Accounts Officer shall receive pay and other allowances as decided by the Governing Body from time to time.
- IV. The Chief Finance and Accounts Officer shall have the following powers, namely: -
 - a) Manage the Accounts and Funds of the University for maintaining the records properly and for regularly getting them audited.
 - b) Supervise, control and regulate the working of the Accounts and Finance of the University.
 - c) Maintain files of financial records and any such other finance related records of the University as the Governing Body may decide.
 - d) Discharge all such functions as assigned from time to time by the President/Provost of the University.
 - e) Exercise such other powers and perform such other duties as may be assigned to him by or under the Act, the regulations, subsequent statutes or as may be delegated to him by the Governing Body or the Provost.

• **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.

3. 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 Maritime University Statutes.

- **Authorities of the University**

- I. Governing Body
- II. Board of Management
- III. Academic Council
- IV. Finance Committee and
- V. Such other authorities as may be declared by the University by regulation to be the authorities of the University

- **Officers of the University**

The officers of the University would be: -

- a. The President;
- b. The Provost;
- c. Executive Director (Planning & Marketing);
- d. Directors;
- e. The Registrar;
- f. The Chief Finance and Accounts Officer;
- g. Deans;
- h. The Controller of Examinations;
- i. Deputy Registrar (Legal & Statutory Compliance);
- j. Librarian;
- k. Such other officers as may be declared by the subsequent statutes to be the officers of the University as per powers vested under Section 13 of the Gujarat Private Universities Act, 2009

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

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

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.

Administrative Staff: To look after administrative activities under overall supervision of the respective Head; and such other duties and responsibilities as may be assigned by the University authority time to time.

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

1. GMU's Statute
2. Regulations of the University Grants Commission
3. Any other orders and rules prescribed by GMU / Government of Gujarat/India as applicable.

6. 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

7. 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;

• Authorities of the University

- I. Governing Body
- II. Board of Management
- III. Academic Council
- IV. Finance Committee and
- V. Such other authorities as may be declared by the University by regulation to be the authorities of the University

Details of constitution of the Body / Committee is provided in Point 1 of this document.

8. 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. Governing Body
- II. Board of Management
- 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 on demand as per the provisions of RTI act.

9. List of Officers and Employees

Sr. No.	Name	Designation
1	Shri Pankaj Kumar, IAS	President
2	Smt. Avantika Singh, IAS	Provost
3	Prof. (Dr.) S. Shanthakumar	Director
4	Shri. Sharad Sarangadharan	Executive Director - Planning & Marketing
5	Shri. Sharad Sarangadharan	Registrar
6	Shri. Jalpesh Karangia	Deputy Director - Planning & Operation
7	Shri. Sagar Vyas	Deputy Director - Marketing & Strategy
8	Prof. G Raghuram	Prof. Emeritus
9	Dr. Gogiseti Venkata Narasimha Rao	Associate Professor of Law
10	Dr Amrisha Pandey	Assistant Professor of Law
11	Mr. Waseem Ahmad Bhat	Assistant Professor of Law

12	Mr. Mohit Gupta	Assistant Professor of Law
13	Mr. Abhay Singh	Assistant Professor of Law
14	Ms. Roshna Jerome	Teaching & Research Associate (Law)
15	Dr. Chirag Patel	Assistant Professor of HRM
16	Dr. Dharmesh Raval	Assistant Professor of Finance
17	Ms. Mayuri Neve	Assistant Professor of Marketing
18	Ms. Vishwa Bhatt	Teaching & Research Associate (Management)
19	Ms. Mayuri Shah	Teaching & Research Associate (Management)

Administrative Staff Members on Contract

Sr. No.	Employee Name	Designation
1	Mr. Utsav Sadhira	Administrative Assistant
2	Ms. Heena Desai	Administrative Assistant
3	Mr. Akhil Sugathan	Administrative Assistant
4	Mr. Krunal Shah	Administrative Assistant
5	Mr. Bharat Desai	Administrative Assistant
6	Mr. Mithun Raj	Administrative Assistant
7	Ms. Manisha Mehta	Administrative Assistant
8	Mr. Mehul Trivedi	Administrative Assistant
9	Mr. Akshay Chaudhary	Administrative Assistant

10. Budget Allocation & Expenditure

Please refer GMU's annual report / GMU's website www.gmu.edu.in

11. Manner of Execution of Subsidy Programmes, including the Amounts Allocated and The Details of Beneficiaries of Such Programmes.

Not applicable

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

NIL

13. Details of Information Available or Held in Electronic Form

All the important information is available on the GMU website i.e. www.gmu.edu.in

14. 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 Saturdays and Gazetted Holidays.

The citizens can apply for information with a prescribed fee of Rs. 20/ to the Public information officer.

15. 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	Assistant Public Information Officer (APIO)	Mr. Rahul Pandya, Section Officer (HR) I/C, Gujarat Maritime University Contact Number: 7923276611/12 Email Id: rbpandya@gnlu.ac.in
2	Public Information Officer (PIO)	Mr. Waseem Bhat, Assistant Professor of Law School of Maritime Law, Policy and Administration Gujarat Maritime University Contact Number:7923270500 Mobile: 7567042776 Email Id: waseem-smlpa@gmu.edu.in
3	Appellate Authority	The Director Gujarat Maritime University Contact Number: 7923276611-12 Email Id: vc@gnlu.ac.in

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

For other Information, please visit GMU's website i.e. www.gmu.edu.in