

## **Proactive Disclosure under Section 4(1)(b) of the RTI Act, 2005**

### **Manual - 1:**

#### **1. Objective/ Purpose of the public authority:**

To provide education of Computer Science and Technology at Post Graduate level

#### **2. Mission/ Vision Statement of the public authority:**

The mission of this department is to usher in era of quality software professionalism relevant and useful to the industry, business and other organization. The basic purpose is to expose the students to real world issues, encourage them to pursue the course that fits one's career goals and prepare them to prove themselves in any national/international scenario.

#### **3. Brief History of the public authority and the context of its formation:**

The Department of Computer Science was established in 1973 offering PGDCSA course. The motive of this 1 year course was to introduce the students to the basics of functioning of computer and its applications which can earn them jobs like computer programmer and System Analyst. The course got huge response due to its upto date curriculum and qualified faculties. Motivated from it, the University started MCA course at the department in 1988. The course was introduced at the most appropriate time when computer and information technology was fastly creeping in all sectors in India. This course made Department of Computer Science a pioneer in providing Masters Course in Gujarat and still it stands as a premier institute for providing high quality education. This legacy is carried further with introduction of M.tech(Networking), M.tech(Web Technologies) and P.G. Diploma in Network Administration.

#### **4. Duties of the Public authority:**

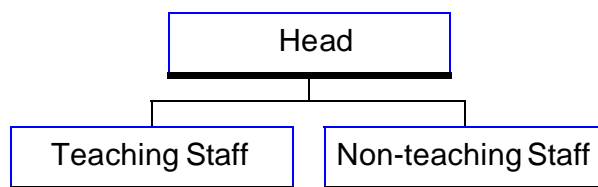
To engage in teaching and research according to the norms and regulations which are laid down by the higher authorities of the university on recommendations of UGC.

**5. Main Activities/ Functions of the public authority:** Teaching and research and other extensive activities.

**6. List of services being provided by the public authority with a brief write up on them:**

Teaching, counseling, placement information and departmental library are some of the main services provided to the students of the department.

**7. Organization of Department of Computer Science:**



**8. Expectation of the public authority from the public for enhancing its effectiveness and Efficiencies:**

It is expected that public/ students should inquire only after having a look at the Gujarat University website and the notice boards of the Department.

**9. Arrangements and methods made for seeking public Participation/ contribution:**

N.A.

**10. Mechanism available for monitoring the service delay and public grievance resolution:**

As per University Guidelines and Rules

**11. Address:**

Department of Computer Science, Rollwala Computer Center, Gujarat University, Navrangpura, Ahmedabad – 380 009.

**12. Working hours:**

Monday to Saturday: During 9:00 am to 6:00 pm

**Manual - 2:****The Powers and Duties of Officers and Employees:-**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Duties</b>
1.	Dr. Savita Gandhi	Professor and Head	As per Guj.Uni. Act/ Rules
2.	Dr. Jyoti Pareek	Associate Professor and Placement Coordinator	As per Guj.Uni. Act/ Rules
3.	Shri Hardik Joshi	Assistant Professor	As per Guj.Uni. Act/ Rules
4.	Shri Mehul Shah	Jr. Clerk	As per Guj.Uni. Act/ Rules

**Manual - 3:****The Procedure followed for decision making process, including channels of supervision and accountability.**

(1) What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and Rule of Business Manual, and other rules / regulations etc can be made)? What are the documented procedures / laid down procedures / Defined Criteria / Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?

- The important decisions are taken according to rules and regulations of the university acts and statutes which are public documents. The day-to-day matters of running the department are decided by the Head having consultation with the colleagues.

(2) What are the arrangements to communicate the decision to the public?

- Direct classroom communication
- Department Notice Boards
- Gujarat University Website: [www.gujaratuniveristy.org.in](http://www.gujaratuniveristy.org.in)
- Very important announcements are also done through news-paper
- In-house MIS **e-sampark**.

**(3)** Who are the officers at various levels whose opinions are sought for the process of decision making?

- Head, Director, Dean, Registrar, PVC, VC and members of the statutory bodies like Board of Studies, Finance Committee, Academic Council, Executive Council and Senate as documented in the Gujarat University Act.

**(4)** Who is the final authority that vets the decision?

- Head – for the matters related to day-to-day functioning of department.
- Registrar and VC

**(5)** Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

N.A.

**Manual – 4:**

**The Norms set by it for the discharge of its functions:-**

Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.

Name /Title of Document	P. G. Rules (Ordinance & Regulations) and Syllabi
Type of Document	Various rules and regulations for various P.G. programs
From where one can get a copy of rules, regulations, instruction, manual and record (If any)	Gujarat University Website and P. G. Section
Fee Charges by the department for rules regulations, instruction, manual and record (If any	Free

**Manual – 5:****The Rules, Regulations, Instructions, Manuals and Records, held by it or under its Control or used by its Employees for discharging its Functions:**

Only enrolled students record and university provided information and furniture and fixtures record, stock register, outward register (As per University order).

**Manual – 6:****A Statement of the Categories of Documents that are held by it or under its control:**

Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at Secretariat level, directorate level, others (Please mention the level in place of writing “Others”).

Sr. No	Category of the Document	Name of the Documents and its introduction in online	Procedure to obtain the Document	Held by/ under control of Director of the school
1	Admission form	N.A.	As Per Uni. Order	Department Office
2	Enrollment List	N.A.	As Per Uni. Order	Department Office
3	Petty Cash Book	N.A.	As Per Uni. Order	Department Office
4	Dead Stock Register	N.A.	As Per Uni. Order	Department Office
5	Outward Register	N.A.	As Per Uni. Order	Department Office
6	Scholarship	N.A.	As Per Uni. Order	Department Office

**Manual – 7:**

**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:**

Sr. No.	Subject / Topic	Is it mandatory to ensure public participation (yes / no)	Arrangements for seeking public participation.
	Not Applicable		

**Manual – 8:**

**A Statement of the Boards, Councils, Committees and other Bodies Consisting of Two or more Persons constituted as its part those Boards, Councils, Committees and other Bodies are open for the public, or the Minutes of such Meetings are Accessible for Public:**

Not Applicable

**Manual – 9:**

**A Directory of its Officers and Employees.**

Information available on Gujarat University Website

**Manual - 10:**

**The Monthly Remuneration Received by Each of its Officers and Employees, Including the System of Compensation as Provided in its Regulations:**

Information available on Gujarat University Website

**Manual - 11:**

**The Budget Allocated to each of its Agency, Indicating the Particulars of all Plans, Proposed Expenditures and Reports on Disbursement made:**

Information available with the registrar, Gujarat University.

**Manual - 12:**

**The Manner of Execution of Subsidy Programmes, including the amounts allocated & the details of Beneficiaries of such Programmes:**

Female student get exemption from tuition fees and Scholarships are awarded to them under various schemes.

**Manual - 13:**

**Particulars of recipients of concessions, Permits or Authorizations granted by it.**

Female students get concession in tuition fees, where as all students get certificates and authorization to get Bus concession AMTS- Concession. / Rail-way concession. / Gujarat State Road Transport Bus services concession.

**Manual - 14:**

**Details in Respect of the Information, Available to or held by it, Reduced in an Electronic Form:**

[www.gujaratuniversity.org.in](http://www.gujaratuniversity.org.in)

**Manual - 15:**

**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.**

NOT APPLICABLE

**Manual - 16:**

**The Names, Designations and Other Particulars of the Public Information Officers:**

Registrar, Gujarat University, is PIO and Director School of Sciences is APIO.

<b>Sr. No.</b>	<b>Department / Organization</b>	<b>Name</b>	<b>Designation</b>	<b>Telephone No.</b>	<b>Fax No.</b>	<b>E-mail</b>
1.	Gujarat University	Dr. H C Patel	Registrar	079 - 26303762	-	-
2.	School of Sciences	Prof. S R Dave	Director of the School	079 - 26303225	-	-

**Manual - 17:**

**Such Other Information as may be prescribed; and thereafter update these Publications every year:**

University publishes it's Annual report where information related with the school of Sciences are also found in the publication.

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