

Manual-1:-The Particulars of organization/functions and duties:

1. Objective/purpose of the public authority:-

To provide education of English Language & Literature at Post Graduate level (M. A. & M. Phil) & Ph.D. level . (As per Gujarat University norms)

2. Mission/Vision statement of the public authority and the context of its formation :--

(1) *Vision* : Work is love made visible .

(2) *Mission* : To encourage students to explore english literature from 14 th Century to modern age.To encourage students to study world englishes.

3. Brief history of the public authority and the context of its formation.

The Dept. of English was established in the School of Languages in 1963.

4. Duties of the public authority in English subject :--

Teaching , Research & extension activities.

5. Main activities/function of the public authority :--

Teaching , Research & extension activities in English Language and Literature.

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

Teaching , Research & extension activities in various Languages.

7. Organizational structure diagram at various levels :--

Director of the School of Languages, then Head of the Department, and then other faculty-members, and Administrative Clerks and Peons. (Administrative staff is common to all seven departments.)

8. Expectation of the public authority from the public for enhancing its effectiveness and efficiencies :--

Not Applicable.

9. Arrangement and methods made for seeking public participation/contribution :--

Not Applicable.

10. Mechanism available for monitoring the service delay and public grievance resolution or public Lecture :--

Generally whenever public comes only at the time of Admission and /or Leaving Certificate or Transfer certificate.

11. Address of the main Office and other office at different levels.

- (1) Main Office :-- Registrar, Gujarat University, Navrangpura, Ahmedabad-380009
 (2) Office Of the School of Languages, Behind the Uni. Library, Gujarat University Campus, Ahmedabad-38 000 9

12. Noon hours of the Office: 10:30 a.m. (Monday to Saturday)

Closing hours of the Office: 6:10 p.m. (Monday to Friday)

Closing hours of the Office: 2:00 p.m. (Saturday)

Manual-2:

The powers and duties of the officers and employees.

NAME	DESIGNATION	DUTIES
1. Dr.Darshana Trivedi	Associate Professor of English, HoD, Dept. of English, School of Languages	1.Teaching, and Research in English,
		2 admission process for M. A., Conducting Entrance test and GDPI for M. Phil & Ph.D. students, preparing merit list, granting their admissions
		3.To issue the Time-table and carry-out the teaching work by the faculty-members during academic terms.Assuring the teaching work of other faculty-members.
		4.To conduct the internal examinations, prepare internal marks,
		5. paper-setting, assessment work of internal & final exams
		6. Guiding M. Phil & Ph.D. students
		7. maintaining discipline among staff & students
		8. maintaining records of last two years admission-forms, students' musters, & internal marks & other submissions,
2. Dr.Nutan Kotak	Assistant Professor in English	1 Teaching, Guiding and Research work
		2 to cooperate in the departmental activities
		3 carry-out the instructions of HoD, Dept. of English
		4. to engage classes, maintain student-muster
		5. paper-setting, assessment work of internal & final exams

		6. Guiding M. Phil & Ph.D. students
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Manual-3:

The procedure followed for decision making process including channels of supervision and accountability:--

As per Gujarat University Act/ Rules.

1) *The procedure followed for decision for various matters? (a reference to the Manuals and Rules of Business Manual and other rules/regulations, etc... can be made) what are the documented procedures/defined criteria/rules to arrive at a particular decision for important matters? What are the different levels through which a decision process moves?:--*

Procedure followed as per instruction of Main office of the Gujarat University and its guidance via Registrar.

Registrar is generally following the decision taken in various Executive bodies like Senate, Executive Council, Academic Council, Board of Studies etc..

2) *What are the arrangements to communicate the decision to the public?:--*

Main office / Registrar communicates the decision through circulars, newspaper, notice board and /website.

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

As per the Uni. Act Head's of the department sought guidance and opinion of Registrar.

4) *Who are the officers at various levels whose opinion are sought for the purpose of decision making?:--*

Senate, Executive Council & Academic council.

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

SI No	1
All the decision are taken as per instructions of Registrar.	
SI No	2

(Note: Please create additional sets of formats, if required)

Manual-4:

The Norms set by it for the discharge of functions:

Please provide list of rules, regulations, instructions, manuals 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 documents.

Name/Title of the documents	Enrolment of M.A.; M. Phil & Ph.D. Students of
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	various Languages, under the Faculty of Arts.
Type of document	Registration form/Application
Brief write up on the document	At main office of University
From where one can get a copy of rules, regulations, instruction, manual and records.	Pl refer above details.
Fees charges by the department for a copy of rules, regulation, instructions, manual and records (if any)	N.A.
Name/Title of the document	N.A.
Type of document	N.A.
Brief write up on the document	N.A.
From where one can get a copy of rules, regulation, instructions, manual and records	University main office.
Fees charges by the department for a copy of rules, regulation, instructions, manual and records	N.A.

Manual-5:

The rules, regulation, instructions, manual 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:

Statement of the Categories of Documents that are held by it or under its control:--

Use the format given below to give information about the official documents. Also maintain the place where the documents are available.

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	Head-clerk of school-office
2	Enrollment List	N.A.	As per Uni order	Head Clerk of school office
2	Petty Cash Book	N.A.	As per Uni order	Head-clerk of school-office/ under control of Director of the school
3	Dead Stock Register	N.A.	As per Uni order	Head-clerk of school-office/ under control of Director of the school
4	Outward Register	N.A.	As per Uni order	Head-clerk of school-office
5	Scholarship	N.A.	As per Uni order	Head-clerk of school-office

Manual-7:

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

Sr No	Subject/Topic	Is it mandatory of ensure public participation (Yes/No)	Arrangements for seeking public participation
	N.A.	N.A.	N.A.

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 to the public or the Minutes of such meeting are Accessible for public:--

Please provide the information about boards, committees, councils and other related to the public authority in the following format:--

Name and address of the affiliated body	Not Applicable to Department
Type of affiliated body (boards, committees, councils and other bodies)	Not Applicable to Department
Brief introduction about the affiliated body (establishment year, objective, main activities) role of the affiliated body (advisory, managing, executive, others)	Not Applicable to Department
Structure and composition of members	Not Applicable to Department
Head of the body	Vice Chancellor of the Guj. University
Address of main office its branches	Gujarat University Office, Navrangpura, Ahmedabad – 380 009
Frequency of meetings	Not Applicable to Department
Can public participate in its meeting?	No.
Are minutes of the meeting prepared?	Not Applicable to Department
Are minutes of the meetings available to the public? If yes, please mention the procedure the obtain them.	Not Applicable to Department

Gujarat University constituted by the Act of Gujarat University Act, 1947 and it works /function according the Act and Rules/Ordinance made accordingly.

The School of Language has not to play any role in any committee/meeting.

Manual-9:

A Directory of its Officers and Employees:--

Sr No	Name	Designation	Tele No (Off.)	Tele No (Resi)	Fax No	E mail ID
1	DR.D.G.TRIVEDI	HOD, English	079 – 26302382	079 – 2630 5025	Nil	drshntrivedi@yahoo.in
2	DR Nutan Kotak	Assistant Professor	079 – 26302382	-	Nil	Nutan_damor@yahoo.com

Manual-10:

The monthly remunerations received by each of its officers and employees including system of compensation as provided in its regulations.:--

Sr No	Name	Designation	Gross Amont Rs.	Deduction Rs	Net Amount Rs
1	DR.D.G.TRIVEDI	Associate Professor			
2	DR Nutan Kotak	Assistant Professor			

(Remuneration paid by University as per Pay Commission)

Manual-11:

The budget allocated to each of its Agency, Indicating the Particulars of all plans, Proposed Expenditures and Reports on Disbursement made: Plan Provision 2005-06:--

We do not have this information; it has been transferred to the Registrar.

Sr No	Budget Head	Item	Outlay 2005-06

Estimated Expenditure (Details available with University)

Sr No	Budget Head	Item	Budget Outlet 2005-06	Grant released up to August- 2005	Expenditure Booked/ incurred as per order	Treasure

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.

Manual-13:

Particulars of Recipients of Concessions, Permits of a Authorization 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 information, Available to or held by it reduced in an Electronic form:

Course and other information regarding admissions, examinations of the School of Languages is available at Gujarat University's Official Website:--

www.gjaratuniversity.org

Manual 15:-

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

Only admitted students of the school can use library or reading rooms, and public can participate in public lecture , if publically invited .

Manual-16:

The names, Designation and other particulars of the public information officers:--

(Registrar of the Gujarat University is PIO where as Director is APIO)

Sr No	Dept/Org	Name	Designation	Tele No (Off)	Tele No (Resi)	Fax No	E mail
1.	Guj. Uni.	Dr. B.V. Patel	I/C. Registrar	079-2630 1919			
2.	School of Languages	Prof. V. M. Bhatt	Director of the school	079- 2630 2382	079- 2640- 6508	Nil	v.k.bhatt 53@gmail.com

Manual- 17:-

Such other information as may be Prescribed and thereafter update these Publication every year.:-

University publishes it's Annual report where information related with the School of Languages is also found in the publication.