

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

**1. Objective/purpose of the public authority.**

To provide facilities to teach Hindi Literature at Post Graduate level (M.A. & M.Phil) & Ph.D. level (As per Gujarat University norms)

**2. Mision/Vision statement of the public authority and the context of its formation.**

We follow same as Gujarat University.

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

Department of Hindi was established in 1968

**4. Duties of the public authority in Literature and Hindi language subject.**

Teaching , Research & extension activities.

**5. Main activities/function of the public authority.**

Teaching , Research & extension activities in Hindi Language.

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

Teaching , Research & extension activities in Hindi Language.

**7. Organizational structure diagram at various levels.**

Head, and other teaching staff. Administration Clerk and Peons are common for school..

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

N.A.

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

N.A.

**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 for Transfer.

**11. Address of the main Office another office at different levels.**

Registrar, Gujarat University, Navarangpura, Ahmedabad-380009

**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
Dr. Ranjana .B .Argade	Professor &Head Hindi Department	1.Teaching, and Research in Hindi,
		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. To assure that the teaching work of other faculty-members is completed within speculated time.
		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. To forward & recommend the leave-reports of the teaching staff.
		8. Granting the terms of students, medical & other leaves, seminar-work/assignment-work done by the students
		9. To maintain discipline among staff & students
		10. To maintain a register for departmental teaching accessory , books, manuscripts, computers etc.
		11. To maintain records of last two years admission-forms, students' musters, & internal marks & other submissions
Dr. Nisha Rampal	Assistant Professor Hindi Department	1 Teaching, Guiding and Research work
		2To cooperate in the departmental activities

		3 carry-out the instructions of HoD, Dept. of Sanskrit
		4. to engage classes, maintain student-muster
		5. paper-setting, assessment work of internal & final exams
		6. Guiding M. Phil & Ph.D. students

**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 communicate the decision through 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 act we sought 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 decisions are taken as per instruction 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. & Ph.D. Students of Arts Faculty (done by School Office)
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 refers 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	N.A.
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
1	Enrollment List	N.A.	As per University order	Head of the Hindi Department & School Clerk
2	Petty Cash Book	N.A.	As per University order	Office of The School of Languages
3	Dead Stock Register	N.A.	As per University order	Office of The School of Languages
4	Outward Register	N.A.	As per University order	Office of The School of Languages

**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	
Type of affiliated body (boards, committees, councils and other bodies)	
Brief introduction about the affiliated body (establishment year, objective, main activities) role of the affiliated body (advisory, managing, executive, others)	
Structure and composition of members	
Head of the body	Vice Chancellor
Address of main office its branches	
Frequency of meetings	
Can public participate in its meeting?	
Are minutes of the meeting prepared?	
Are minutes of the meetings available to the public? If yes, please mention the procedure the obtain them.	

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

Hindi Department 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 (Residence)	Fax No	E mail
1	DR R B ARGADE	Professor & HOD	079-26302382	079-27454234	NA	argade_51@yahoo.co.in
2	DR N T RAMPAL	Assistant Professor	079-26302382	NA	NA	Isha42@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 Amount Rs.	Deduction Rs	Net Amount Rs
2	DR R B ARGADE	Professor			
11	DR N .T. RAMPAL	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.

**Manual-14: Details in respect of information, Available to or held by it reduced in an Electronic form:**

Course and information regarding Hindi Department is available at Gujarat University Website.

**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.**

The students of Hindi Department can use of library or reading room and public can participate in public lecture organized by the school and university.

**Manual-16: The names, Designation and other particulars of the public information officers:**

(Registrar is PIO where as Director is APIO)

Sr No	Dept/Org	Name	Designation	Tele No (Off)	Tele No (Resi)	Fax No	E mail

**Manual17:- Such other information as may be Prescribed and thereafter update these Publication every year.**

University publishes annual report where Hindi Department related information also found in the publication.

