

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

### **Manual - 1:**

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

To prepare the students of Library and information science and professionals in excelling in teaching, scholarship and professional services.

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

##### **Mission:**

To impart quality education to meet national and global challenges

To blend theoretical knowledge with practical skills

To encourage the faculty to pursue academic excellence through high quality research and publications

To promote the use of new technologies in teaching and research

To inculcate right values among students by encouraging to follow ethical practice

To promote leadership qualities among students

##### **Vision:**

The Department of Library and Information Science, Gujarat University will be one of the India's 10 best departments for information professionals, excelling in teaching, scholarship and professional services.

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

Department of Library and Information Science (LIS), Gujarat University is one of the oldest department of the Gujarat state imparting and supporting value based education in the area of the Library and Information Science. Department was established in the year of 1964 with a vision to promote excellence in the field of Library Science education and to fulfill the ever increasing demand of quality professionals in the area of Library and Information Science.

The Department has earned its reputation by creating pioneering and innovative educational opportunities by delivering dynamic curriculum in the area of Library Science. To meet the needs of today's information society, curriculum is constantly adapted according to changing modern ICT based environmental developments at global level. We continue modify our curriculum and preparing next generation workforce with theories, practical and research based approach.

The department is well known for imparting quality education and also in nurturing students for holistic development. All our initiatives are a living proof of our commitment to every student's success in his career.

**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.

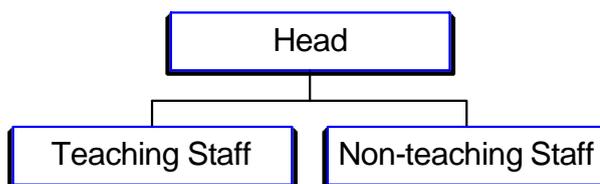
**5. Main Activities/Functions of the public authority:**

Teaching and research including the examination related work.

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

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

**7. Organization of Department of Library and Information 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 website and the notice boards of the department.

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

The office of the department can be contacted for any participation/contribution.

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

Depending on the issue either the head will address the problem or shall bring to the notice of higher authorities.

**11. Address:** Department of Library and Information Science, 3<sup>rd</sup> Floor, Maharshi Vedvyas Shikshan Sankul, Near University Library, Navrangpura, Ahmedabad – 380 009.

**12. Working hours:**

Monday to Saturday: 08:00 am to 2:00 pm

Holidays on 2<sup>nd</sup> & 4<sup>th</sup> Saturday

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

Sr No.	Name	Designation	Duties
1	Prof.(Dr.) Atul A. Bhatt	Professor & Head	Apart from normal duties of teaching, Research and conducting exams as per UGC guidelines, he coordinates the whole department.
2	Dr. Rajeshkumar M. Gamit	Assistant Professor	Apart from normal duties of teaching and conducting exams as per UGC guidelines, he looks after sports related students' activities. He looks after the placement of the students.
3	Mr. Chintan Palla	Honorary Clerk	Office Administration, Dept. Library and Computer Lab Maintenance
4	Mr. Vijay Rathod	Honorary Peon	Department and Office Maintenance, house keeping

**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 the rules and regulations of the university acts and statutes which are the public documents. The day-to-day administrative matters for the smooth functioning the department are decided by the Head having consultations 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)

(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.

Sl. No.	1
Subject on which the decision is to be taken	Admission Process
Guideline / Direction, if any	U.G./P.G. Circulars directed through U.G. and P. G. Section of the University
Process of Execution	Implementation through the HOD.
Designation of the officers involved in decision making	Head and the admission committee instituted by the Head.
Contact information of above mentioned officers	Head Department of Library and Information Science, 3rd Floor, Maharshi Vedvyas Shikshan Sankul, Near University Library, Navrangpura, Ahmedabad – 380 009. <a href="mailto:aabhata@gujaratuniversity.ac.in">aabhata@gujaratuniversity.ac.in</a> <a href="mailto:dratulbhatt@gmail.com">dratulbhatt@gmail.com</a>
Sl. No.	2
Subject on which the decision is to be taken	Utilization of money sanctioned for the department
Guideline / Direction, if any	We follow the guidelines laid down by the university authorities.

Process of Execution	Our proposals are scrutinized and sanctioned by the CAO/DO/Registrar/VC/Finance Committee depending on the size/volume of the matter as per the university rules and regulations
Designation of the officers involved in decision making	Head and the higher authorities as stipulated earlier
Contact information of above mentioned officers	As mentioned above and also available elsewhere
Sl. No.	3
Subject on which the decision is to be taken	Assignment/PPT Presentation of teaching schedule
Guideline / Direction, if any	The whole teaching schedule is designed according to the guidelines laid down in the CBCS.
Process of Execution	Implementation through the HOD
Designation of the officers involved in decision making	As mentioned above
Contact information of above mentioned officers	As mentioned above

**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	U.G. and P. G. Rules (Ordinance & Regulations) and Syllabus
Type of Document	Various rules and regulations for B.Lib.I.Sc., M.Lib.I.Sc. & Ph. D. 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 a 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:**

While discharging our functions we follow Rules, Regulations, Instructions Manuals and Records communicated by the university and UGC from time to time.

**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").

<b>S. No.</b>	<b>Category of the Document</b>	<b>Name of the document &amp; its introduction in online</b>	<b>Procedure to obtain the document</b>	<b>Held by / under control of</b>
1	University Acts and Statutes	Gujarat University Handbook Part-A,B,C,D	Available free at Gujarat University Website	Registrar, Gujarat University
2	P. G. Rules (Ordinance & Regulations) and Syllabi	Ordinance & Regulations B.Lib.I.Sc. and M.Lib.I.Sc.	-do-	-do-
3	Ph. D. Program	Rules, Regulations and Ph. D. Ordinances	-do-	-do-

**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:**

<b>S. No.</b>	<b>Subject / Topic</b>	<b>Is it mandatory to ensure public participation (yes / no)</b>	<b>Arrangements for seeking public participation.</b>
	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.**

Sr. No.	Name	Designation	Telephone No.		Fax No.	E-mail
			Office	Mobile		
1	Prof. (Dr.) Atul A. Bhatt	Professor & Head	-	9428180791	-	dratulbhatt@gmail.com
2	Dr. Rajeshkuar M. Gamit	Asst. Professor	-	8238736249	-	rajeshkumargamit@gmail.com

**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 on Gujarat University Website

**Manual - 12: The Manner of Execution of Subsidy Programmes, including the amounts allocated & the details of Beneficiaries of such Programmes:**

NOT APPLICABLE

**Manual - 13: Particulars of recipients of concessions, Permits or Authorizations granted by it.**

NOT APPLICABLE

**Manual - 14: Details in Respect of the Information, Available to or held by it, Reduced in an Electronic Form:**  
www.gujaratuniversity.ac.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:**

Sr. No.	Department/ Organization	Name	Designation	Telephone No.		Fax No.	E-mail
				Office	Mobile		
1	Department of Library and Information Science	Prof. (Dr.) Atul A. Bhatt	Head	-	9428180791	-	dratulbhatt@gmail.com

**Manual - 17: Such Other Information as may be prescribed; and thereafter update these Publications every year:**

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