

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:

Mission :

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.

Vision :

To be the center of excellence for research and development in computer science, and make a mark in national and international IT scenario.

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

Department of Computer Science, Gujarat University is the most popular, well sought and best resourced Computer Science Department in Gujarat. Ever since its inception, Department of Computer Science has maintained and sustained its legacy as a premium institute in providing high quality education to produce personnel with professional and personal success as well as high ethics and social conduct. The resources at the department are well supported by extensive networked Computer facilities and software aids well along with skilled and experienced faculties. A pioneer institute in initiating and successfully running PGDCSA since 1982 and MCA since 1988, the Department initiated M.Tech.(Networking and Administration) , M.Tech.(Web Technologies) and PGDNA in 2010. The aim of initiating these programs is to produce professionals ready to meet the current market needs as well as skilled in research capabilities. Understanding that Intelligent Computing is the future of computing, the department initiated yet another post graduate course in Intelligent Computing. The course M.Sc. (Artificial Intelligence & Machine Learning) aims to provide M.Sc. degree in Artificial Intelligence and Machine Learning. This program offers a solid awareness of the key concepts of Artificial Intelligence. The students would be able to develop strong basis of machine learning and data mining. The students would have best career prospects in scientific, business and financial sectors. Further to leverage the versatile system to train Computer professionals department has started 5 Year Integrated M. Sc. (Computer Science) in 2021

To promote and facilitate research in Computer Science and other interdisciplinary subjects, Department offers doctoral courses like Ph.D. (Computer science) under well-experienced guides.

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.

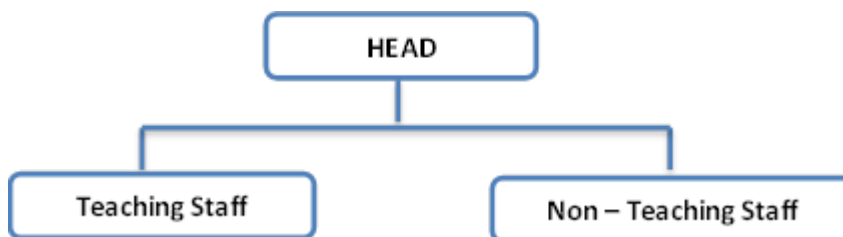
5. Main Activities/ Functions of the public authority:

Teaching and research.

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

Teaching, counseling, placement 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, 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:-

| Sr. No. | Name | Designation | Duties |
|----------------|-----------------------|---------------------|-----------------------------|
| 1. | Dr. Jyoti Pareek | Professor and Head | As per Guj. Uni. Act/ Rules |
| 2. | Dr. Hiren Joshi | Professor | As per Guj. Uni. Act/ Rules |
| 3. | Dr. Kamaljit Laktaria | Associate Professor | As per Guj. Uni. Act/ Rules |
| 4. | Dr. Hardik Joshi | Associate Professor | As per Guj. Uni. Act/ Rules |
| 5. | Shri Jay Patel | Assistant Professor | 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.gujaratuniversity.ac.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 Board of Management 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 PG. 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, whereas 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:

<https://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:

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

| Sr. No. | Department / Organization | Name | Designation | Telephone No. | Fax No. | E-mail |
|---------|---------------------------|-----------------|------------------------|----------------|---------|--------|
| 1. | Gujarat University | Dr. P M Patel | Registrar | 079 - 26303762 | - | - |
| 2. | School of Sciences | Dr. Meenu Saraf | 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.
