

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

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

(1) Objective/purpose of the public authority.

To provide education at 5-Year Integrated M.Sc. Microbiology, M.Sc. & Ph.D. level. (As per Gujarat University norms)

(2) Mission/Vision statement of the public authority and the context of its formation.

- **Vision:** Development and application of Bio resource for Sustainable Progress
- **Mission:** Ignite young minds to visualize, learn, innovate and strive to achieve goal

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

The Department of Microbiology and Biotechnology is a dynamic and flexible organization with local focus. It was established in the year 1976 in school of sciences at Gujarat University. Department offers 5-Year Integrated M.Sc. Microbiology, M.Sc. & Ph.D. programmes in the subject of Microbiology and Biotechnology. Major thrust areas of the Department are systematic bacteriology, industrial and environmental microbial technology. Department is having faculties with specialization in various areas of microbiology and they have guided Ph.D. students in various fields such as plant and soil microbiology, biofortification, biofertilizer, biocontrol mechanisms, environmental microbiology and bioremediation. Department is shaping the future of students by building bridges with industry and connecting the various disciplines, institutions and community.

(4) Duties of the public authority in Legal subject.

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.

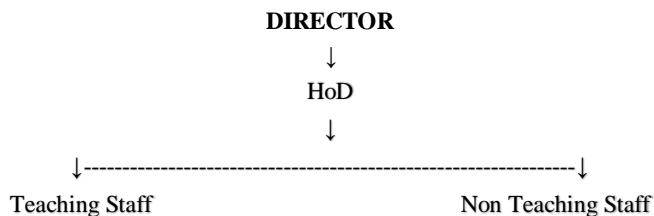
(5) Main activities /functions of the public authority.

Teaching, Research & extension activities in Microbiology and Biotechnology subject.

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

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

(7) Organizational structure diagram at various levels.



(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 or public Lecture.

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

(11) Address of the main office and other offices at different levels.

Department of Microbiology & Biotechnology, University School of Sciences, Gujarat University, Navrangpura, Ahmedabad-380009.

(12) Working hours:

Monday to Saturday: 11:00 AM to 05:30 PM

Holidays on 2nd & 4th Saturday

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

Name	Designation	Duties
Prof. (Dr.) M. S. Saraf	Professor & Director	As per Guj. Uni. Act/ Rules
Prof. (Dr.) K. N. Rajput	Professor & Head	As per Guj. Uni. Act/ Rules
Prof. (Dr.) R. R. Panchal	Professor	As per Guj. Uni. Act/ Rules
Prof. (Dr.) D.R.Tipre	Professor	As per Guj. Uni. Act/ Rules
Dr. V. H. Raval	Assistant Professor	As per Guj. Uni. Act/ Rules
Dr. D. A. Goswami	Assistant Professor	As per Guj. Uni. Act/ Rules
Dr. D. G. Jaiswal	Storekeeper	As per Guj. Uni. Act/ Rules
Mr. K. M. Kori	Junior Clerk	As per Guj. Uni. Act/ Rules
Mr. M. N. Vaghela	Peon	As per Guj. Uni. Act/ Rules
Mr. B. K. Leuva	Peon	As per Guj. Uni. Act/ Rules

Manual-3.: The procedure followed for decision making process, including channels of supervision and accountability: As per Gujarat University Act /Rules.

- (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 decisions are taken according to the rules and regulations of the university act and statutes.**

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

- **Department Notice Boards and classroom communication OR**

- **Gujarat University Website: www.gujaratuniversity.org.in**

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

- **Head, Director, Dean, Registrar, VC and members of the statutory bodies as per the university norms.**

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

- **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	P.G. Circulars directed through P. G. Section of the University
Process of Execution	Implementation through the Director.
Designation of the officers involved in decision making	Director and the admission committee instituted by the Director.
Contact information of above mentioned officers	Head, Department of Microbiology & Biotechnology, University School of Sciences, Gujarat University, Navaranpura, Ahmedabad-380009
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	Director 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 of teaching schedule
Guideline / Direction, if any	The whole teaching schedule is designed according to the guidelines laid down by the university and UGC
Process of Execution	Implementation through the Director
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 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 document.

Name /Title of Document	P. G. Rules (Ordinance & Regulations)
Type of Document	Various rules and regulations for Integrated M.Sc., M.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)	Freely available on university website OR as may be decided by the university

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”).

Sr. No.	Category of the Document	Name of the document & its introduction in online	Procedure to obtain the document	Held by / under control of
1	University Acts and Statutes	Gujarat Public University Act - 2023	Open access at Gujarat University Website	Registrar, Gujarat University
2	P. G. Rules (Ordinance & Regulations) and Syllabi	Ordinance & Regulations M.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 formulation of its policy or implementation thereof:

S. 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 Opening to the public, or the Minutes of such Meeting are Accessible for Public:

➤ Not Applicable

Manual 9: A Directory of its Officers and Employees:

Sr. No.	Name	Designation	Tele No. (Off.)	E-Mail
1	Prof. (Dr.) M. S. Saraf	Professor & Director	079-26303225	
2	Prof. (Dr.) K. N. Rajput	Professor & Head	079-26303225	hodmicrobiology@gujaratuniversity.ac.in
3	Prof. (Dr.) R. R. Panchal	Professor	079-26303225	
4	Prof. (Dr.) D.R.Tipre	Professor	079-26303225	
5	Dr. V. H. Raval	Assistant Professor	079-26303225	
6	Dr. D. A. Goswami	Assistant Professor	079-26303225	
7	Dr. D. G. Jaiswal	Storekeeper	079-26303225	

Department of Microbiology & Biotechnology, University School of Science, Gujarat University

8	Mr. K. M. Kori	Junior Clerk	079-26303225	
9	Mr. M. N. Vaghela	Peon	079-26303225	
10	Mr. B. K. Leuva	Peon	079-26303225	

Manual 10:- The Monthly Remunerations Received by Each of its Officers and Employees, Including the system of Compensation as provided in its Regulation:

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 a 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:

(Registrar is PIO where as Director is APIO)

Sr. No.	Dept/Org.	Name	Designation	Tele. No. Off.	E-Mail
1	Department of Microbiology, University School of Sciences	Prof. (Dr.) K. N. Rajput	Professor & Head	079-26303225	hodmicrobiology@gujaratuniversity.ac.in

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

Publications every year:

- Gujarat University website.
