

Manual – 1:

1. Objective/Purpose of the public authority

To prepare the students admitted to M.Sc. and Ph.D. programs in Zoology for their final examinations.

2. Mission/Vision Statement of the public authority:

The department aims at the all-round holistic development of a student and therefore encourages each student from first semester itself, to carry out small innovation-based projects, designed by the student's own thought process. Students are also motivated to join summer training programs and workshops to sharpen their practical / technical skills in preparation for their IVth semester Dissertation, as well as to inoculate a research -oriented frame of mind required in their earlier semester.

Students of semester -4 are motivated to design small projects and learn through experimentation. In addition, as part of the curriculum, students are then encouraged to carry out their Dissertation Research at independent/Govt/Private Laboratories, Industrial Units, Pharmaceutical Companies, National Institutes (such as NIOH, NDDDB, CEE, GEER Foundation) or Research Institute within/outside Gujarat. Students are therefore acclimatizing to the Industrial Research work environment. This helps to develop their thinking and analytical skills and gives the student hands-on experience with the state of art technologies rather than confine themselves to lab work which they have already learnt in their earlier semesters.

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

The department of zoology at university school of sciences, Gujarat university, Ahmedabad was started in 1964 with humble beginnings and today, it is at the forefront as one of leading teaching and research centers in the country and abroad. This has been largely due to the efforts and dedicating of devoted band of teachers, researchers, and Non-Government Agencies viz; UGC, ICMR, DST, WHO, CSIR, GSBTM, GUJCOST, LADY TATA Memorial Trust, Sir Dorabjee Tata

Trust, Jai Research Foundation, GEER Foundation, INTAS Pharmaceuticals, Nirma industries etc... The various research activities of the Department are highlighted, some of them being unique and the unique and only one of their kind in the whole of the country in the University Department.

4. Duties of the public authority:

To engage in teaching and research according to the norms and regulations which are laid down by higher authorities of the university on recommendations of UGC.

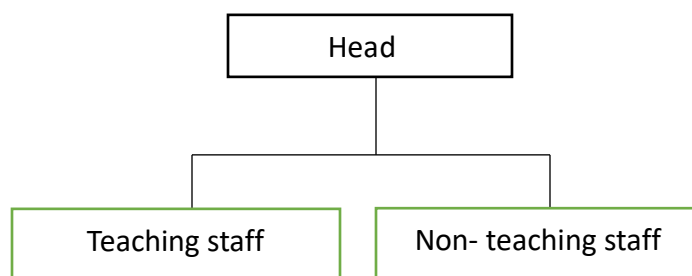
5. Main Activities / functions of the public authority:

Teaching and research including the examination related work.

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

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

7. Organization of department of Zoology



1. Expectation of the public authority for enhancing its effectiveness and Efficiencies:

Society, Industry and University can collaborate to understand each other.

2. Arrangement and methods made for seeking public participation contribution:

We regularly organize seminars and training courses

3. 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 it to the notice of higher authorities & we have suggestion for admin office.

4. Address:

Department of Zoology, University School of sciences, Gujarat University, Navrangpura,
Ahmedabad – 380009

5. Working hours:

Monday to Saturday:- 10:30 AM To 6:10 AM

Holidays on 2nd & 4th Saturday

Manual – 2: The Powers and duties of Officers and Employees:-

Sr No.	Name	Designation	Duties
1	Dr. Divya Chandel	Professor & Head	Apart from normal duties of teaching and conducting exams as per UGC guidelines, she coordinates the whole department including women cell committee, student grievance cell committee, library committee and many more
2	Dr. Kaid Johar	Professor	Apart from normal duties of teaching and conducting exams as per UGC guidelines, he looks after the IQAC committee, alumni Association committee, Academic Tour committee and many more

3	Dr. Devendrasinh Jhala	Professor	Apart from normal duties of teaching and conducting exams as per UGC guidelines, he also coordinates Alumni Association committee, ANTI ragging cell committee, Research committee & many more.
4	Dr. Gaurang Sindhav	Asst Professor	Apart from normal duties of teaching and conducting exams as per UGC guidelines equipment purchase committee, placement cell committee, IT committee & many more.
5	Dr. Urja Desai	Asst Professor	Apart from normal duties of teaching, Academic activities and conducting exams as per UGC guidelines IQAC committee, Events committee, Women cell committee and many more
6	Mr. Bhushan Katara	Sr. Clerk	Office administration, banking and other office related duties

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 on 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?

Registrar office is generally following the decision taken in various executive bodies like Executive council, Academic Council, Board of studies, Board of Management etc.

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

- Direct classroom communication
- Department notice Boards
- Gujarat university website: - www.gujaratuniversity.org.in
- Very important announcements are also done through newspaper

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

- Head, Director, Dean, Registrar, Vice-Chancellor 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 takes the decision?

- Head- for the matter related to day -to- day functioning of department
- Registrar and Vice - Chancellor

(5) Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

All the decisions are taken as per instruction of registrar.

Manual-4:

The norms set by it for the discharge of its functions: -

Please provide lists of rules, regulations, instruction, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following functions as per the following format. This format must be filled with each type of document.

Name/ Title of document	P.G Rules (Ordinance&Regulations) and syllabi
Type of document	Various rules and regulation for 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
Fees charges by the department for a rule's regulation, instruction, manual and record (if any)	Free

Manual-5:

The rules, regulations, instruction, 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, instruction manuals and records communicated by the university and UGC from time to time.

Manual-6

The statement of the categories of document 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").

s. no	Category of the Document	Name of the Document & its introduction online	Producer to obtain the document	Held by / under control of
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 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

S No.	Subject/topic	Is it mandatory to ensure public participation	Arrangements for seeking
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		(yes/no)	Public participation.
		Not applicable	

with, or representation by, the members of the public in relation to the formulation of its policy or implementation therefore:

Manual – 8:

A statement of the boards,councils, committees and other bodies consisting of two or more people constituted as its part those boards, council, 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	Mo bile		
1	Dr. Divya Chandel	Professor & Head	26302362	-	-	divyachandel@gujaratuniversity.ac.in
2	Dr. Kaid Johar	Professor	-	-	-	qaidjohar110@gmail.com
3	Dr. Devendra Sinh Jhala	Professor	-	-	-	ddjhala@gmail.com
4	Dr. Gaurang Sindhav	Asst Professor	-	-	-	drgaurang.sindhav@gmail.com
5	Dr.Urja Desai	Asst Professor	-	-	-	urjadesai@gujaratuniversity.ac.in
6	Mr.	Sr.Clerk	-	-	-	bhushan.katara@rediffmail.com

	Bhushan Katara					
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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 agencies indicates 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 programs, including the amounts allocated & the details of beneficiaries of such programs

NOT APPLICABLE

Manual – 13:

Particulars of recipients of concessions, permits or authorization 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.

Manual -16:

The names, designation 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 Zoology	Dr. Divya Chandel	Professor &Head	079- 26302362	-	-	divyachandel@ gujaratuniversity. ac.in

Manual – 17:

Such other information as may be prescribed; and thereafter update this publication every year.

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