

## **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 admitted to M. Sc. and Ph. D. programs in Physics and Electronics for their final examinations.

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

##### **Mission**

Develop a generation of creative, competent, credible, professional and ethical Physicists, who can nurture the new generation young students and execute various research programs.

##### **Vision**

Enhance academic excellence through a balanced emphasis on teaching and research. Promote learning, creativity and critical thinking by regularly updating the curriculum and adopting innovative teaching methods.

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

Department of Physics has a remarkable history of more than 60 years. The Department was established in the year, 1959 with the commencement of an M.Sc. (Physics) course with five faculty members. Initially, specialization in Solid State Physics, Electronics, and Nuclear Physics subjects was offered. The department established research activities in the area of Solid-State Physics and Ionospheric studies at very early stages. In the year 1973, Advanced P.G. Diploma Course in Space Sciences and its Applications was started. In 1989, the Department started a two-year M.Sc. Electronics program. In 2009, the P.G. Diploma Course in Space Sciences and its Applications was discontinued, and a new "Advanced P.G. Diploma in Geoinformatics and Satellite Communications" course was started and continued until 2014. Presently the thrust area of the department is Condensed Matter Physics (Theory and Experiment). DST, New Delhi, and UGC, New Delhi support the department under DST-FIST and DRS-SAP programmes, respectively. At present, the Department offers four Degree programs: M.Sc. (Physics), M.Sc. (Electronic

Science), Ph. D. (Physics), and Ph. D. (Electronic Science). At present, there are nine faculty members in the department, and all are sincerely involved in teaching and research activities. The department is involved in research activities in the following major areas. Theoretical Condensed Matter Physics, Experimental Condensed Matter Physics, Computational Physics, Materials Science, Microwave Dielectrics, Ionospheric Studies, Atmospheric Physics, Remote Sensing, Electronic Science, Physics Education.

**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.

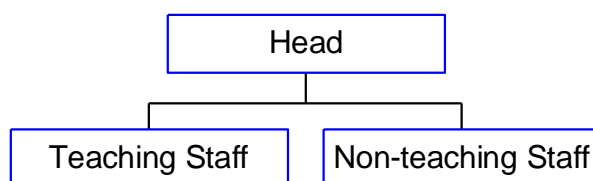
**5. Main Activities/Functions of the public authority:**

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

**7. Organization of the Department :**



**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 Physics, Electronics and Space Sciences, University School of Sciences, Gujarat University, Navrangpura, Ahmedabad – 380 009.

**12. Working hours:**

Monday to Saturday : 10:30 am to 06:10 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	Dr. V. A. Rana	Professor & Head	Teaching and research, conducting exams as per UGC/University guidelines, looks after any other duties assigned by the university. Also he coordinates the whole department.
2	Dr. P. N. Gajjar	Professor	Teaching and research, conducting exams as per UGC/University guidelines, looks after any other duties assigned by the university.
3	Dr. U. S. Joshi	Professor	Teaching and research, conducting exams as per UGC/University guidelines, looks after any other duties assigned by the university.
4	Dr. R. B. Jotania	Professor	Teaching and research, conducting exams as per UGC/University guidelines, looks after any other duties assigned by the university.
5	Dr. D. S. Tripathi	Professor	Teaching and research, conducting exams as per UGC/University guidelines, looks after any other duties assigned by the university.
6	Dr. D. H. Gadani	Professor	Teaching and research, conducting exams as per UGC/University guidelines, looks after any other duties assigned by the university.

7	Dr. A. M. Vora	Professor	Teaching and research, conducting exams as per UGC/University guidelines, looks after any other duties assigned by the university.
8	Dr. S. M. Vyas	Professor	Teaching and research, conducting exams as per UGC/University guidelines, looks after any other duties assigned by the university.
9	Mr. D. B. Patel	Assistant Professor	Teaching and research, conducting exams as per UGC/University guidelines, looks after any other duties assigned by the university.
10	Mr. B. J. Parmar	Scientific Electronic Technical Assistant	Maintenance and purchase (For technical specification) of laboratory equipments, overall supervision of all the teaching and research laboratories of the department, looks after any other duties assigned by the university.
11	Mr. Y. J. Kshatriya	Store Keeper	Purchase and stock keeping of required items by the department as well as laboratory equipments, maintenance of laboratory equipments, looks after any other duties assigned by the university.
12	Mr. V. B. Rabari	Senior Clerk	Office Administration and other duties assigned by the university.
13	Mr. D. G. Mehta	Junior Clerk	Office Administration and other duties assigned by the university.

14	Mr. S. S. Vahora	Laboratory Assistant	Assist the laboratory work and other duties assigned by the university.
15	Mr. R. R. Yadav	Peon	As per university norms.

**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 decisions are taken according to the rules and regulations of the university acts and statutes.

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

- Department Notice Boards and classroom communication

AND/OR

- Gujarat University Website: [www.gujaratuniversity.org.in](http://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 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 Physics, Electronics and Space Sciences, Gujarat University, Ahmedabad - 9 Tel. 079-26303041 e-mail: physics@gujaratuniversity.ac.in
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 of teaching schedule
Guideline / Direction, if any	The whole teaching schedule is designed according to the guidelines laid down by the university
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	P. G. Rules (Ordinance & Regulations)
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	and Syllabi
Type of Document	Various rules and regulations 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
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").

<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 Public University Act - 2023	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 with, or representation by, the members of the public in relation to the 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 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	Phone No.	E-mail
1	Dr. V. A. Rana	Professor & Head	26303041	<a href="mailto:varana@gujaratuniversity.ac.in">varana@gujaratuniversity.ac.in</a>
2	Dr. P. N. Gajjar	Professor	26303041	<a href="mailto:pngajjar@gujaratuniversity.ac.in">pngajjar@gujaratuniversity.ac.in</a>
3	Dr. U. S. Joshi	Professor	26303041	<a href="mailto:usjoshi@gujaratuniversity.ac.in">usjoshi@gujaratuniversity.ac.in</a>
4	Dr. R. B. Jotania	Professor	26303041	<a href="mailto:rbjotania@gujaratuniversity.ac.in">rbjotania@gujaratuniversity.ac.in</a>
5	Dr. D. S. Tripathi	Professor	26303041	<a href="mailto:dstripathi@gujaratuniversity.ac.in">dstripathi@gujaratuniversity.ac.in</a>
6	Dr. D. H. Gadani	Professor	26303041	<a href="mailto:dhgadani@gujaratuniversity.ac.in">dhgadani@gujaratuniversity.ac.in</a>
7	Dr. A. M. Vora	Professor	26303041	<a href="mailto:amvora@gujaratuniversity.ac.in">amvora@gujaratuniversity.ac.in</a>
8	Dr. S. M. Vyas	Professor	26303041	<a href="mailto:smvyas@gujaratuniversity.ac.in">smvyas@gujaratuniversity.ac.in</a>
9	Mr. D. B. Patel	Assistant Professor	26303041	<a href="mailto:dbpatel@gujaratuniversity.ac.in">dbpatel@gujaratuniversity.ac.in</a>
10	Mr. B. J. Parmar	Scientific Electronic Technical Assistant	26303041	<a href="mailto:bjparmar@gujaratuniversity.ac.in">bjparmar@gujaratuniversity.ac.in</a>
11	Mr. Y. J. Kshatriya	Store Keeper	26303041	<a href="mailto:yjkshatriya@gujaratuniversity.ac.in">yjkshatriya@gujaratuniversity.ac.in</a>
12	Mr. V. B. Rabari	Senior Clerk	26303041	<a href="mailto:vbrabari@gujaratuniversity.ac.in">vbrabari@gujaratuniversity.ac.in</a>
13	Mr. D. G. Mehta	Junior Clerk	26303041	<a href="mailto:dev_4168@yahoo.in">dev_4168@yahoo.in</a>
14	Mr. S. S. Vahora	Laboratory Assistant	26303041	<a href="mailto:sohilv147@gmail.com">sohilv147@gmail.com</a>
15	Mr. R. R. Yadav	Peon	26303041	-----

**Manual - 10: The Monthly Remuneration Received by Each of its Officers and Employees, Including the System of Compensation as Provided in its Regulations:**

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**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](http://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 Physics, Electronics and Space Sciences	Prof. V. A. Rana	Head	079-26303041	---	-	<a href="mailto:physics@gujaratuniversity.ac.in">physics@gujaratuniversity.ac.in</a>

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

- Gujarat University website.

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