

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

Manual - 1:

1. Objective/Purpose of the public authority:

To provide Education for Post-Graduate and Ph.D. degree (as per Gujarat University, Ahmedabad norms)

2. Mission/Vision Statement of the public authority:

We follow same as Gujarat University, Ahmedabad

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

Department of Chemistry was established in 1958

4. Duties of the Public authority:

Teaching, Research, Admission & Examination

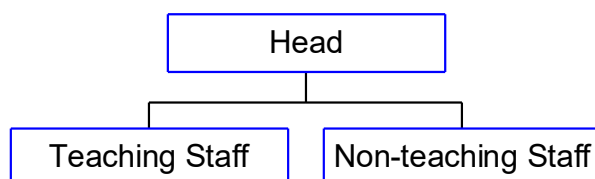
5. Main Activities/Functions of the public authority:

Teaching, Research & Examination activities in Chemistry

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

Teaching, Research & Examination activities in Chemistry

7. Organization of Department of Chemistry:



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

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

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

We regularly organize Seminars and training courses.

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

We have student grievances cell and counselling cell too.

11. Address: Department of Chemistry, Gujarat University, Navrangpura, Ahmedabad – 380 009.

12. Working hours:

Monday to Saturday : 10:30 am to 6:10 pm

Holidays on 2nd & 4th Saturday . Now 1, 3 & 5th Saturday full working day.

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

Sr No.	Name	Designation	Duties
1	Dr. Hitesh D.Patel	Professor & Head	Teaching, Research, Academic activity
2	Dr. Mukesh M. Maisuria	Professor	Teaching, Research, Academic activity
3	Dr. Dilip V. Vasava	Assistant Professor	Teaching, Research, Academic activity
4	Dr. Divya R. Mishra	Assistant Professor	Teaching, Research, Academic activity
5	Dr. Jayesh J. Maru	Assistant Professor	Teaching, Research, Academic activity
6	Mrs. Sejal R. Shah	Head Clerk	Office administration, correspondence, assist in exam.
7	Mr. Jignesh R. Parekh	Store Keeper	Store-keeping, assist in exam
8	Mr. Varun M. Parmar	Lab. Assistant	Laboratory work, assist in exam
9	Mr. Rupsing A. Chauhan	Peon	Lab. Staff , work related to laboratory, assist in exam
10	Mr. Dinesh K. Thakor	Peon	Lab. Staff , work related to laboratory, assist in exam

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?

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

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

Main University Office / Registrar Communicates the decision through Newspaper, notice board and/ website.

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

As per the Act we sought opinion of Registrar

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

As per University norms.

- (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 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 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)	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").

S. 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 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 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	Telephone No.		Fax No.	E-mail
			Office	Mobile		
1.	Dr. Hitesh D. Patel	Professor & Head	26300969	9428417765	-	hdpatel@gujaratuniversity.ac.in
2.	Dr. Mukesh M. Maisuria	Professor	26300969	9409407217	-	mmaisuria@gujaratuniversity.ac.in
3.	Dr. Dilip V. Vasava	Assistant Professor	26300969	9913275906	-	dvvasava@gujaratuniversity.ac.in
4.	Dr. Divya R. Mishra	Assistant Professor	26300969	7698988009	-	divyamishra@gujaratuniversity.ac.in
5.	Dr. Jayesh J. Maru	Assistant Professor	26300969	9033260262	-	jaymaru@gujaratuniversity.ac.in
6.	Mrs. Sejal R. Shah	Head Clerk	26300969	9328965572	-	dept_chemistry@gujaratuniversity.ac.in
7.	Mr. Jignesh R. Parekh	Store Keeper	26300969	9328965572	-	dept_chemistry@gujaratuniversity.ac.in
8.	Mr. Varun M. Parmar	Lab. Assistant	26300969	9328965572	-	dept_chemistry@gujaratuniversity.ac.in
9.	Mr. Rupsing A. Chauhan	Peon	26300969	9328965572	-	dept_chemistry@gujaratuniversity.ac.in
10.	Mr. Dinesh K. Thakor	Peon	26300969	9328965572	-	dept_chemistry@gujaratuniversity.ac.in

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 Chemistry	Dr. Hitesh D.Patel	Professor & Head	9328965572	9428417765		hdpatel@gujaratuniversity.ac.in

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

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