



**11. Address :**

H.K.Centre for professional training,,Opp.Gujarat university  
library,Nr.S.B.I.Bank,Navrangoura,Ahmedabad,Gujarat 380009

**12. Working hours :**

Monday to Saturday 10.30 am to 6.10 pm

Holidays on 2<sup>nd</sup> and 4<sup>th</sup> Saturday

**Manual – 2 : The Powers and Duties of Officers and Employees:**

Sr.No.	Name	Designation	Duties
1.	Dr.Jagdish Bhavsar	Director	Teaching and research,conducting exams as per University guidelines,looks after any other duties assigned by the university also he manages the functionality of the whole institution

**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 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 board and classroom communication 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 ?  
Director,Registrar,VC and members of advisory committee of department.
4. Who is 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.

SI 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 advisory committee
Contact information of above mentioned officers	Director,H.K.Centr for Professional training Opp.Gujarat University Library,Nr.S.B.I.Bank

	Navrangpura,Ahmedabad,Gujarat 380009
SI.No.	2
Subject on which the decision is to be taken	Student admission,Examination and results
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 and advisory committee of department depending on the size/volume of the matter as per the university rules and regulations
Designation of the officers involved in the decision making	Director and the higher authorities as stipulated earlier
Contact information of above mentioned officers	As mentioned above
SI.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 Director
Designation of the officers involved in decision making	As mentioned above
Contact information of above mentioned officers	As mentioned above
SI.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 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 :

Name/Title of Document	P.G.Rules(Ordinance & Regulations) And Syllabi
Type of Document	Various Course details for Banking management ,Stenography & Secretarial Practice, Export-Import management & International Finance
From where one can get a copy of rules,regulations,instructions>manual and record(If any)	Gujarat University Website
Fee charges by the department for a rules regulations,instructions>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 employee for discharging Functions :**

While discharging our functions we follow Rules, Regulations, Instructions Manuals and Records communicated by the university 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 Document	Name of the document & instruction in online	Procedure to obtain the document	Held by/under control of
1	University Acts and Statutes	Gujarat Public university Act-2023	Available free at Gujarat University Website	Registrar,Gujarat University

**Manual 7:**

**The Particulars of any arrangement that exist 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 Constitute 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.Jagdish Bhavsar	Director	9327054365	Jagdishbhavsar1@gmail.com
2	Chhaya S Tripathi	Senior Clerk	9687634220	Chhaya70tripathi@gmail.com

**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 Expenditure 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 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](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/Organiz ation	Designatio n	Telephone No.	E-mail
1	H.K.Centre for Professional training	Director	(o79)27913159	Jagdishbhavsar1@gmail.com

**Manual 17 :**

**Such Other Information as may be prescribed; and thereafter updates these Publication every year :**

Gujarat University website