H.K.Centre for Professional training Proactive Disclosure under Section 4(1)(b) of the RTI Act,2005

Manual-1:

1. Objestive/Purpose of the Public Authority:

To prepare the students admitted to various Certificate Course and P.G.diploma Course like Banking Management, Stenography & Secretarial Practice, French Language and Export – Import Management & Int.Finance

2. Mission/Vision Statement of the Public Authority:

Mission

To promote moral, academic and career-oriented values and confidence among students. To introduce general principles and recent developments in the field of management.

Vision

To empower students with knowledge skills and expertise to lead and innovate in the banking and financial services industry, shaping the future of Banking, Finance and Export-Import

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

The H.K.Centre for Professional Training is an ambitious organ of Gujarat University established in the year 1974. It has been providing various intensive courses to the student community especially the unemployed graduates with a view of furthering their chances of unemployability.

4. Duties of the Public authority:

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

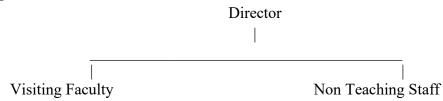
5. Main Activites/Functions of the Public authority:

Teaching and research including the examination related work.

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

Teaching, Library facility, Placement information are some of the main services provided to the students of the department.

7. Organization of the Institution:



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

It is expected that public/students inquire only after having a look at the website and the notice boards of the department

9. Arrangementys 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:

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 2nd and 4th 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
- 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	Director and advisory committee	
decision making		
Contact information of above mentioned	Director,H.K.Centr for Professional training	
officers	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	Director and the higher authorities as
decision making	stipulated earlier
Contact information of above mentioned	As mentioned above
officers	
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
D OF I	university
Process of Execution	Implementation through Director
Designation of the officers involved in	As mentioned above
decision making	
Contact information of above mentioned	As mentioned above
officers	
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
D CE :	university
Process of Execution	Implementation through the Director
Designation of the officers involved in	As mentioned above
decision making	
Contact information of above mentioned	As mentioned above
officers	

Manual 4: The Norms set by it for the discharge of functions:

Transact 1: The rooms set by it for the disentity	
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	Gujarat University Website
rules,regulations,instructions,manual and	
record(If any)	
Fee charges by the department for a rules	Freely available on university website OR as
regulations, instructions, manual and record If	may be decided by the university
any)	-

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	Procedure to	Held by/under
		document &	obtain the	control of
		instruction in	document	
		online		
1	University Acts and Statutes	Gujarat Public	Available free	Registrar, Gujarat
		university Act-	at Gujarat	University
		2023	University	
			Website	

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	Arrangements for seeking	
		participation (yes/no)	public participation	
	Not Applicable			

Manual 8: A Statement of the Boards, Councils, Committees and other Bodies Consisting of Two or more Persons Constitude as its part those Boards, Counils, 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 Emloyees

Sr.No	Name	Designatio	Phone No.	E-mail
		n		
1.	Dr.Jagdish Bhavsar	Director	9327054365	Jagdishbhavsar1@gmail.com
2	Chhaya S Tripathi	Senior	9687634220	Chhaya70tripathi@gmail.com
	7 1	Clerk		

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

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

Manual 17:

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

Gujarat University website