

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

### Manual 1.: The Particulars of organization/ functions and duties:

**(1) Objective/purpose of the public authority.**

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

**(2) Mission/Vision statement of the public authority and the context of its formation.**

We follow same as Gujarat University, Ahmedabad.

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

Department of Bio-Chemistry was established in 1995.

**(4) Duties of the public authority in Legal subject.**

Teaching, Research & Examination.

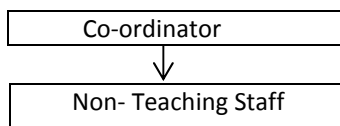
**(5) Main activities /functions of the public authority.**

Teaching, Research & examination activities in Bio-Chemistry.

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

Teaching, Research & examination activities in Bio-Chemistry.

**(7) Organizational structure diagram at various levels.**



**(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 or public Lecture.**

We have student grievances cell and counselling cell too.

**(11) Address of the main office and other offices at different levels.**

Registrar, Gujarat University, Navarangpura, Ahmedabad-380009.

**(12) Morning hours of the office:**

Monday to Friday – 10 : 40 a.m. to 6:10 p.m.

Saturday - 10:40 a.m. to 2:00 p.m.

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

Name	Designation	Duties
DR. N. K. Jain	Co-ordinator	Teaching, Research & Administration
Dr. H. A. Modi	Co-ordinator	Teaching, Research & Administration
Sr. Clerk	Administrative Staff	Office Administration, Correspondence, Laboratory work, assist in exam
Jr. Clerk	Administrative Staff	Office administration, Correspondence, Laboratory work, assist in exam
Helper	Administrative Staff	All work as per post
Peon	Administrative Staff	All work as per post

**Manual-3.: The procedure followed for decision making process, including channels of supervision and accountability: As per Gujarat University Act /Rules.**

**(1) The procedure followed for decision for various matters? (a reference to the Manuals and Rules 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 the different levels through which a decision process moves?**

**Procedure followed as per instruction of Main office of Gujarat University and its guidance via Registrar.**

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 purpose of decision making?**

As per Act we sought opinion of Registrar.

**(4) Who are the officers at various levels whose opinion are sought for the purpose of decision making?**

Senate, Executive Council & Academic Council.

**(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 functions:**

Please provide list of rules, regulations, instructions, manuals 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. and Ph.D. programs
From where one can get a copy of rules, regulations, instruction, manual and record	Gujarat University Website
Fee charges by the department for rules regulations, instruction, manual and record	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:**

Department provides information of enrolled students record whereas university provides information of furniture & fixtures record, Department maintains stock register, outward & Inward register. (As per University order)

**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 information about the official documents. Also mention the place where the documents are available.**

Sr.	Category of the Document	Name of the document & its introduction	Procedure to obtain the document	Held by/ Under control of
1	University Acts & Statutes	Gujarat University Handbook	University website	Registrar, Gujarat University
2	P.G. Rules	Ordinance & Regulations for M.Sc.	University website	Registrar, Gujarat University
3	Ph.D. Program	Rules, Regulations and Ph.D. ordinances	University website	Registrar, Gujarat University

**Manual 7:- The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to formulation of its policy or implementation thereof:**

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 to the public, or the Minutes of such Meeting are Accessible for Public:**

Not Applicable

**Manual 9:- A Directory of its Officers and Employees:**

Sr.	Name	Designation	Contact No
1	Dr. N K. Jain	Co-ordinator	26301491
2	DR. H. A. Modi	Co-ordinator	26301491
3	Sr. Clerk	Administrative staff	26301491
4	Jr.Clerk	Administrative staff	26301491
5	Helper	Administrative staff	26301491
6	Peon	Administrative staff	26301491

**Manual 10:- The Monthly Remunerations Received by Each of its Officers and Employees, Including the system of Compensation as provided in its Regulation.**

Information available in 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: Plan Provision 2005-06.**

Information available in Gujarat University Website.

**Manual 12:- The Manner of Execution of Subsidy Programmes, including the amounts allocated & the details of Beneficiaries of such Programmes:**

Female student get exemption from Tuition Fee and students from reserve category get Scholarship.

**Manual 13:- Particulars of Recipients of Concessions, Permits or a Authorizations Granted by it:**

Female students get concession in tuitions Fee, whereas all students get certificates and authorization to get Bus/railway Concession

**Manual 14:- Details in Respect of the Information, Available to or held by it Reduced in an Electronic Form:**

Course and information regarding school of sciences is available at Gujarat University website.

**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:**

Only students of the department can use Departmental Library, University library and reading room. Other public can participate in public lectures.

**Manual 16:- The Names, Designations and Other Particulars of the Public Information Officers:**

Name	Designation	Contact No
Dr. N. K. Jain	Co-ordinator	26301491

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

Every Year University Publishes Annual Report wherein the Department related information can be obtained.