

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

(1) Objective/purpose of the public authority.

To provide Education for Post-Graduate M.Phil. & 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 Botany was established in 1959.

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

Teaching, Research & extension activities.

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

Teaching, Research & extension activities in Botany, Bioinformatics and Climate Change Impacts Management.

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

Teaching, Research & extension activities in Botany, Bioinformatics and Climate Change Impacts Management.

(7) Organizational structure diagram at various levels.

Head, Teaching faculty members and nonteaching staff members like one Plant Collector, one Herbarium Assistant, Two Malies one administrative Clerk and one Peon.

(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 for woman/children/special category person

(10) Mechanism available for monitoring the service delay and public grievance resolution or public Lecture.

Generally public comes only at the time of Admission and/ or for Leaving Certificate for Transfer as well as for recommendation certificates. We do 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: 11:00 a.m. (Monday to Saturday.)

Closing hours of the office: 5.45 p.m. (Monday to Friday) 2.00 p.m. (Saturday)

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

Name	Designation	Duties
Dr. A.U.Mankad	Associate Professor and Head of the Department	As per Guj.Uni. Act/ Rules
Dr. H.A.Solanki	Associate Professor	As per Guj.Uni. Act /Rules
Dr. H.A.Pandya	Associate Professor	As per Guj.Uni. Act /Rules
Mrs. K.R.Bhatt	Jr. Clerk	As per Guj.Uni. Act /Rules
Mrs. H.G.Patel	Herbarium Assistant	As per Guj.Uni. Act /Rules
Mr. K.S.Joshi	Plant Collector	As per Guj.Uni. Act /Rules
Mr. J.B.Yadav	Mali	As per Guj.Uni. Act /Rules
Mr. R.B.Patel	Mali	As per Guj.Uni. Act /Rules

Mr. A.C.Rathod	Peon	As per Guj.Uni. Act /Rules
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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 Communicate 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?

Sl. No.	1

All the decisions are taken as per instruction of Registrar.	
Sl. No.	2

(Note: Please create additional sets of formats, if required)

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 the document	Enrolment of M.Sc, M.Phil & Ph.D. students for Botany, Bioinformatics and Climate Change Impacts Management subject
Type of document	Provided by the Gujarat University, Ahmedabad Main Office
Brief write up on the document	At main office of University.
From where one can get a copy of rules, regulations, instructions, manual and records	Pl. refers above details.
Fee charges by the department for a copy of rules, regulation, instructions, manual and records (if any)	NIL and depends on the requirement
Name/Title of the document	N.A.
Type of document	N.A.
Brief write up on the document	N.A.
From where one can get a copy of rules, regulations, instructions, manual and records	Gujarat University, Ahmedabad Main Office
Fee charges by the department for a copy of rules, regulations, instructions, manual and records (if any)	NIL

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 provide information and furniture & fixtures record, Department maintain 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. No.	Category of the document	Name of the documents and its introduction in online	Procedure to obtain the document	Held by/under control of
1	Enrollment List	N.A.	As per Uni. Order	Head of Dept./Clerk
2	Petty cash book	N.A.	As per Uni. Order	
3	Dead stock Register	N.A.	As per Uni. Order	
	Inward – outward Register	N.A.	As per Uni. Order	

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:

Sr. No.	Subject/Topic	Is it mandatory to ensure public participation(Yes/No)	Arrangements for seeking public participation
	N.A.	N.A.	N.A.

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:

Please provide information about boards, committees, councils, and other related to the public authority in the following format:

(a) Name and address of the affiliated body	
(b) Type of affiliated body(boards, committees, councils, other bodies)	
(c) Brief introduction about the affiliated body(establishment year, objective, main activities), role of the affiliated body(advisory, managing, executive, others)	
(d) Structure and composition of members	
(e) Head of the body	Vice-Chancellor.
(f) Address of main office and its branches	
(g) Frequency of meetings	
(h) Can public participate in its meeting	
(i) Are minutes of the meeting prepared	
(j) Are minutes of the meeting available to the public? If yes, please mention the procedure to obtain them.	

Gujarat University constituted by the Act of Gujarat University Act,1947 and it works /function according to the Act and Rules/Ordinance made accordingly.

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

Sl. No.	Name	Designation	Tele. No. (Off.)	Tele. No. (Resi.)	Fax No.	E-mail
1	Dr. A.U.Mankad	Asso. Professor and head of the department	079-26302578	-	-	-
2	Dr. H.A.Solanki	Asso. Professor	079-26302578	-	-	-
3	Dr. H.A.Pandya	Asso. Professor	079-26302578	-	-	-
4	Mrs. K.R.Bhatt	Jr. Clerk	079-26302578	-	-	-
5	Mrs. H.G.Patel	Herbarium Assistant	079-26302578	-	-	-
6	Mr. K.S.Joshi	Plant Collector	079-26302578	-	-	-
7	Mr. J.B.Yadav	Mali	079-26302578	-	-	-
8	Mr. R.B.Patel	Mali	079-26302578	-	-	-

9	Mr. A.C.Rathod	Peon	079-26302578	-	-	-
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Manual 10:- The Monthly Remunerations Received by Each of its Officers and Employees, Including the system of Compensation as provided in its Regulation.

Sl.No.	Name	Designation	Gross amount Rs.	Deduction Rs.	Net Amount Rs.
1	Dr. A.U.Mankad	Associate Professor and Head of the Department			
2	Dr. H.A.Solanki	Associate Professor			
3	Dr. H.A.Pandya	Associate Professor			
4	Mrs. K.R.Bhatt	Jr. Clerk			
5	Mrs. H.G.Patel	Herbarium Assistant			
6	Mr. K.S.Joshi	Plant Collector			
7	Mr. J.B.Yadav	Mali			
8	Mr. R.B.Patel	Mali			
9	Mr. A.C.Rathod	Peon			

Remuneration paid by Gujarat University, Ahmedabad as per UGC/MHRD 6th Pay-Commission, New Delhi

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.

We do not have this information; it has been transferred to the Registrar office, Gujarat University, Ahmedabad.

Sr.No.	Budget Head	Item	Outlay 2005-06

We do not have this information; it has been transferred to the Registrar office, Gujarat University, Ahmedabad.

Sr.No.	Budget Head	Item	Budget Outlay 2005-06	Grant released up to August 2005	Expenditure booked/incurred as per Order	Treasure

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 also get benefit of relaxation in fee.

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:

The Registrar, Gujarat University, Ahmedabad is PIO where and Director, University School of Sciences, Gujarat University, Ahmedabad is APIO

Sl. No.	Dept./ Org.	Name	Designation	Tele. Office	Tel. Residence	Fax	E-mail
1	University School of Science	Prof. S.R. Dave	Director	079-23603225	-	-	biotechgu@yahoo.com

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

Every Year University Publishes Annual Report, where School of Science and other Departments related information can be obtained.