

## CHEMISTRY DEPARTMENT

### 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, M.Phil 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

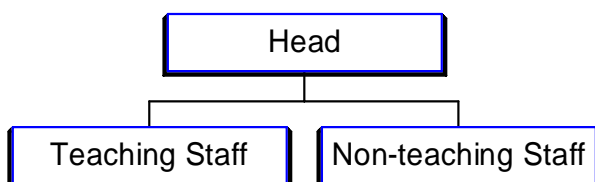
5. **Main Activities/Functions of the public authority:**

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 of the main office and other offices at different levels.**

Registrar, Gujarat University, Navrangpura, Ahmedabad – 380 009.

**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:-

Sr No.	Name	Designation	Duties
1.	Dr.N.K.Shah	Professor & Head	Teaching, Research and Administration
2.	Dr.K.H.Chikhalia	Professor	Teaching, Research, Academic activity
3.	Dr.V.K.Jain	Professor	Teaching, Research, Academic activity
4.	Dr.P.S.Shrivastav	Asso. Prof.	Teaching, Research, Academic activity
5.	Dr.M.M.Maisuria	Asso. Prof.	Teaching, Research, Academic activity
6.	Dr.H.D.Patel	Asso. Prof.	Teaching, Research, Academic activity
7.	Dr.H.Kaur	Asst. Prof.	Teaching, Research, Academic activity
8.	Mrs. Parul Gajjar	Lab. assistant	Laboratory work, assist in exam
9.	Mr. Snehal Shah	Lab. Assistant	Laboratory work, assist in exam
10.	Mrs. Sejal Modi	Jr.Clerk	Office administration, correspondence, assist in exam.
11.	Mr. Kandarp Joshi	Jr.Clerk	Store-keeping, assist in exam
12.	Mr. Pravin Parekh	Dispatch Rider	Lab. Staff , work related to laboratory
13.	Mr. D.B. Parekh	Dispatch Rider	office staff, work related to the office and assigned by Head
14.	Mr.B.C.Vaghela	Dispatch Rider	Lab. Staff , work related to laboratory
15.	Mr.R.M.Rathod	Peon	Lab. Staff , work related to laboratory
16.	Mr.S.M.Bhatt	Peon	Lab. Staff , work related to laboratory
17.	Mr.K.H.Makwana	Peon	Lab. Staff , work related to laboratory
18.	Mr.R.A.Chauhan	Peon	Lab. Staff , work related to laboratory
19.	Mr.A.B.Limbachiya	Peon	Lab. Staff , work related to laboratory
20.	Mr.J.G.Thakor	Peon	Lab. Staff , work related to laboratory
21.	Mr.D.K.Chauhan	Peon	office staff, work related to the office and assigned by Head
22.	Mr.G.B.Yagnik	Peon	Library staff
23.	Mr.I.R.Solanki	sweeper	Cleaning

### 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?**

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 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., M. Phil. & 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.

Department provides information of enrolled students record whereas University provides information of furniture and fixtures record, Department maintains stock register, Outward and 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 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	M. Phil. Program	Rules, Regulations and M. Phil. Ordinances	-do-	-do-
4	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:**

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	Office
1	Dr.N.K.Shah	Professor & Head	26300969
2	Dr.K.H.Chikhalia	Professor	26300969
3	Dr.V.K.Jain	Professor	26300969
4	Dr.P.S.Shrivastav	Asso. Prof.	26300969
5	Dr.M.M.Maisuria	Asso. Prof.	26300969
6	Dr.H.D.Patel	Asso. Prof.	26300969
7	Dr.H.Kaur	Asst. Prof.	26300969
8	Mrs. Parul Gajjar	Lab. assistant	26300969
9	Mr. Snehal Shah	Lab. Assistant	26300969
10	Mrs. Sejal Modi	Jr.Clerk	26300969
11	Mr. Kandarp Joshi	Jr.Clerk	26300969
12	Mr. Pravin Parekh	Dispatch Rider	26300969
13	Mr. D.B. Parekh	Dispatch Rider	26300969
14	Mr.B.C.Vaghela	Dispatch Rider	26300969
15	Mr.R.M.Rathod	Peon	26300969
16	Mr.S.M.Bhatt	Peon	26300969
17	Mr.K.H.Makwana	Peon	26300969
18	Mr.R.A.Chauhan	Peon	26300969
19	Mr.A.B.Limbachiya	Peon	26300969
20	Mr.J.G.Thakor	Peon	26300969
21	Mr.D.K.Chauhan	Peon	26300969
22	Mr.G.B.Yagnik	Peon	26300969
23	Mr.I.R.Solanki	sweeper	26300969

**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:**

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

**Manual - 13: Particulars of recipients of concessions, Permits or Authorizations granted by it.**

Female students get exemption from Tuition Fee and 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 [www.gujaratuniversity.org.in](http://www.gujaratuniversity.org.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.**

Only students of the department can use Department 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:**

Sr. No.	Department/ Organization	Name	Designation	Telephone No.		Fax No.	E-mail
				Office	Residence		
1	Department of Chemistry	Dr. N.K.Shah	Professor & Head	079-26300969	079-26306920	-	nishchem2004@yahoo.co.in

**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.

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