

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

(1) Objective/purpose of the public authority.

To provide Education at Post-Graduate M.Phil & Ph.D. level. (As per Gujarat University norms)

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

**Vision:** Development and application of Bio resource for Sustainable Progress

**Mission:** Ignite young minds to visualize, learn, innovate and strive to achieve goal

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

The Department of Microbiology and Biotechnology is a dynamic and flexible organization with local focus. It was established in the year 1976 in school of sciences at Gujarat University. Department offers the M.Sc., M.Phil. & Ph.D. programmes in the subject of Microbiology and Biotechnology. Major thrust areas of the Department are systematic bacteriology, industrial and environmental microbial technology. Department is having faculties with specialization in various areas of microbiology and they have guided Ph.D. students in various fields such as plant and soil microbiology, biofortification, biofertilizer, biocontrol mechanisms, environmental microbiology and bioremediation. Department is shaping the future of students by building bridges with industry and connecting the various disciplines, institutions and community.

(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 Microbiology and Biotechnology subject.

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

Teaching, Research & extension activities in Microbiology and Biotechnology subject.

(7) Organizational structure diagram at various levels.

Head, and other Teaching Staff. Department have one laboratory assistant, one storekeeper & Jr. Clerk. In Administration one Peon.

(8) Expectation of the public authority from the public for enhancing its effectiveness and efficiencies.

N. A.

(9) Arrangements and methods made for seeking public participation/ contribution.

N. A.

(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.

(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.**

<b>Name</b>	<b>Designation</b>	<b>Duties</b>
Prof. M. S. Saraf	Professor and Head	As per Guj. Uni. Act/ Rules
Prof. B.V.Patel	Professor	As per Guj. Uni. Act/ Rules
Dr. R. R. Panchal	Associate Professor	As per Guj. Uni. Act/ Rules
Dr. D.R.Tipre	Assistant Professor	As per Guj. Uni. Act/ Rules
Dr. K. N. Rajput	Assistant. Professor	As per Guj. Uni. Act/ Rules
Mr. B. R. Trivedi	Laboratory Assistant	As per Guj. Uni. Act/ Rules
Mr. D. G. Jaiswal	Storekeeper	As per Guj. Uni. Act/ Rules
Mr. U. A. Patel	Junior Clerk	As per Guj. Uni. Act/ Rules
Mr. D. L. Solanki	Peon	As per Guj. Uni. Act/ Rules

**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 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 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?

Sr. No.	1
All the decisions are taken as per instruction of Registrar.	
Sr. 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	<b>Enrolment of M.Sc, M.Phil &amp; Ph.D. students for Microbiology subject</b>
Type of document	Registration Form/Application.
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	Please refers above details.
Fee charges by the department for a copy of rules, regulation, instructions, manual and records (if any)	N.A.
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	N.A.
Fee charges by the department for a copy of rules, regulations, instructions, manual and records (if any)	N.A.

**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/ Jr. Clerk
2	Petty Cash Book	N.A.	As per Uni. Order	Storekeeper
3	Dead Stock Register	N.A.	As per Uni. Order	Storekeeper
4	Inward-Outward Register	N.A.	As per Uni. Order	Jr. Clerk

**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 Opening 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	
Brief introduction about the affiliated body (establishment year, objective, main activities), role of the affiliated body (advisory, managing, executive, others)	
c) Type of affiliated body (boards, committees, councils, other bodies)	
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.

School of Law has not to play any role in any committee/meeting.

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

Sr. No.	Name	Designation	Tele No. (Off.)	E-Mail
1	Prof. M. S. Saraf	Professor & Head	079-26303225	hodmicrobiology@gujaratuniversity.ac.in
2	Prof. B.V.Patel	Professor	079-26303225	
3	Dr. R. R. Panchal	Asso. Professor	079-26303225	
4	Dr. D.R.Tipre	Assit. Professor	079-26303225	
5	Dr. K. N. Rajput	Assit. Professor	079-26303225	
6	Mr. B. R. Trivedi	Lab Assistant	079-26303225	
7	Mr. D. G. Jaiswal	Storekeeper	079-26303225	
8	Mr. U. A. Patel	Jr. Clerk	079-26303225	
9	Mr. D. L. Solanki	Peon	079-26303225	

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

Sr. No.	Name	Designation	Gross Amount Rs.	Deduction Rs.	Net Amount Rs.
1	Prof. M. S. Saraf	Professor & Head			
2	Prof. B.V.Patel	Professor			
3	Dr. R. R. Panchal	Asso. Professor			
4	Dr. D.R.Tipre	Assit. Professor			
5	Dr. K. N. Rajput	Assit. Professor			
6	Mr. B. R. Trivedi	Lab Assistant			
7	Mr. D. G. Jaiswal	Storekeeper			
8	Mr. U. A. Patel	Jr. Clerk			
9	Mr. D. L. Solanki	Peon			

(Remuneration paid by University as per Pay-Commission)

**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.

Sr. No.	Budget Head	Item	Outlay 2005-06

Estimated expenditure. (Details available with University )

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 Tution Fee.

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

Female students get Concession in tutions Fee, whereas all students get certificates and authorization to get Bus-Concession-AMTS-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:

(Registrar is PIO where as Director is APIO)

Sr. No.	Dept/Org.	Name	Designation	Tele. No. Off.	E-Mail
1	University School of Science	Prof. M.S. Saraf	Professor & Head	079-26303225	hodmicrobiology@gujaratuniversity.ac.in

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

University publishes Annual Report, where School of Science and Departments related information is found in the publication.