

GUJARAT TECHNOLOGICAL UNIVERSITY

2nd Floor, Admission Building, L.D. College of Engg. Campus,
Navrangpura, Ahmedabad-380015.

Proactive disclosure under right to information act

1. The particulars of the organization, functions and duties

Gujarat Technological University is established by an act of Gujarat Legislature (Gujarat Act No. 20 of 2007). The functions and duties are defined in section 7 of the act. The major functions and duties are as follows:

- i. To administer and manage the University and to establish such institutes and centers for research, education and instruction as are necessary for the furtherance of the objects of university.
- ii. To provide for instruction, training and research in such branches of knowledge or learning pertaining to science, engineering, technology and management and allied areas.
- iii. To prescribe course of study and curricula and provide for flexibility in the education systems and delivery methodologies including electronic and distance learning.
- iv. To hold examinations and confer degrees, diplomas or grant certificates and other academic distinctions or titles on persons subject to such condition as the University may determine ,and to withdraw or cancel any such degrees, diplomas, certificates or other academic distinctions or titles in the prescribed manner
- v. To receive funds from industry, national and international organizations or other sources as gifts ,donations, benefactions, bequests by transfers of movable or immovable properties for the purposes and objects of the University.

2. The powers and duties of officers and employees

Vice Chancellor:

- i. To exercise general supervision and control over affairs of the University.
- ii. Ensure implementation of the decisions of the authorities of the University
- iii. To be responsible for imparting of instruction and maintenance of discipline in the University
- iv. Exercise such powers and perform such other duties as may be assigned to him by or under the act or the regulations or as may be delegated to him by the Board or by the Chancellor.

Registrar : Registrar shall be

- i. responsible for the custody of records, common seal, the funds of the University

and such other properties of the University

- ii. place before the Board and other authorities of the University ,all such information and documents as may be necessary for transaction of its business
 - iii. be responsible to the Vice Chancellor for proper discharge of his functions
 - iv. be responsible for the administration and services of the University and conduct the examinations and make all other arrangements necessary thereof and be responsible for the execution of all processes connected therewith.
 - v. Attest and execute all documents on behalf of the University
 - vi. Verify and sign pleadings in all suits and other legal proceeding by or against the University and all processes in such suits and proceedings shall be issued to and served on the Registrar
3. **The procedure followed in decision making process including channel supervision and accountability:** All decisions are taken by the Vice Chancellor and Registrar in accordance with the provisions of the Gujarat Technological University act.
4. **Norms set for the discharge of its functions:** All the functions are discharged promptly and with the fastest possible speed using modern information technology tools.
5. **The rules, regulations, instructions ,manuals and records used by employees for discharging their functions:** Presently, all the functions are discharged by Employees as per the provisions of the act and instructions by Vice Chancellor/Registrar.
6. **A statement of categories of the documents held. :** The following documents are held:
- (i) Act
 - (ii) Account Rules
 - (iii) Annual Accounts
 - (iv) Agenda and minutes of meetings
 - (v) Cash Book
 - (vi) Cheque Register
 - (vii) Receipt Book
7. **The particulars of any arrangement that exists for consultation with representation by the members of the public, in relation to formulation of policy or implementation thereof**

Before taking important decisions, all stakeholders are consulted in accordance with the provisions of the act.

8. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted by it and additional information as to whether the meeting of these are open to the public or the minutes of such meetings are accessible to public:

The University authorities are the Board of Governors, the Academic Council and the finance committee at present. These bodies are yet to be formed but the minutes of meetings are accessible to public on demand as per the provisions of RTI act.

9. A directory of its officers and employees

Prof. M. N. Patel Officiating Vice Chancellor	
Name	Designation
Shri N. N. Bhuptani	I/c Registrar
Shri P. U. Vyas	Chief Accounts Officer
Dr. G. P. Vadodaria	I/c Controller of Examination
Shri H. C. Trivedi	Accounts Officer
Shri U. Y. Nanavati	Officer on deputation
Shri A. A. Desai	Officer on deputation
Shri S. M. Patel	Officer on Deputation
Shri C. K. Makwana	Officer on Deputation
Smt. N. K. Patel	Officer on Deputation
Smt. N. A. Gupta	Officer on Deputation
Shri. T. A. Raval	Officer on Deputation
Shri J. D. Jani	Officer on Deputation
Shri V. P. Patel	Officer on Deputation
Shri. A. B. Nandurbarkar	Officer on Deputation
Shri N. B. Purohit	Officer on Deputation
Smt. A. M. Juneja	Officer on Deputation
Shri H. H. Borisa	Programmer on Deputation
Shri J. P. Patel	Officer on Deputation
Shri H. R. Parmar	Officer on Deputation
Shri B. B. Chauhan	Officer on Deputation

Shri I. U. Ajmeri	Officer on Deputation
Shri R. M. Patel	Officer on Deputation
Shri B. H. Patel	Head Clerk (Deputation)
Shri. M. C. Shah	Senior Clerk (Deputation)
Shri K. J. Chauhan	Store Keeper (Deputation)
Shri. S. H. Thapa	Clerk-cum-Typist (Deputation)
Smt. H. D. Trivedi	Accountant (Deputation)
Smt. P. A. Purohit	Accountant (Deputation)
Shri Dipak J. Macwan	Computer Operator
Shri R. S. Ode	Driver (Deputation)
Shri N. D. Solanki	Hamal (Deputation)
Shri P. K. Gomar	Peon (Deputation)
Shri K. S. Parmar	Peon (Deputation)

10. Monthly remuneration received by each of its officers/employees in avoiding the system of compensation as provided on its regulation

All the officers / employees are on deputation from state government. Shri Dipak J. Macwan, Computer Operator is on contract based. Their remuneration is fixed as per following pay scales .

Sr.No	Post	Pay-Scale
1.	Registrar	12000-18300
2.	Deputy Registrar	10000-15200
3.	Controller of Examination	10000-15200
4.	Chief Account Officer	10000-15200
5.	Assistant Registrar	8000-13500
6.	System Analyst	8000-13500
7.	Deputy Engineer	8000-13500
8	Administrative /Accounts Officer	6500-10500
9	Computer Programmer	6500-10500
10.	Office Superintendent	5500-9000
11.	Head Clerk	5000-8000
12.	Senior Clerk	4000-6000
13.	Data Entry Operator	3050-4590
14.	Computer Operator (Contract Based)	Rs. 5000/- fixed.

- 11. The budget allocated to each of its agency indicating the particulars of all plans, proposed expenditures and reports on disbursements made**

Budget for the Financial Year 2008-2009

Sr.No	Budget Head	Amount (Rs)
1	Salaries	12858000
2	Office Expenses	70200000
3	Machinery and Equipments	69600000
	Total	152658000

- 12. The manner of executing of subsidiary programmes including amounts allocated and the details and beneficiaries of the programmes :**

not applicable

- 13. Particulars of recipients of concessions, permits or authorization granted by it:**

NIL

- 14. Details of information available or held by it reduced in electronic form:**

All the important forms, circulars, notifications, academic and administrative information are available on University's website www.gtu.ac.in and they are freely downloadable.

- 15. The particulars of facilities available to citizens for obtaining information including working hours of a library or reading room maintained for public use :**

The University is open for obtaining information from 10:30 am to 6.10 pm excluding Sundays, second and fourth Saturdays and Gazetted holidays. The citizens can apply for information with a prescribed fee of Rs.20/ to the Public information officer.

16. The names, designations and other particulars of the public information officers:

Assistant Public Information Officers

Sr No	Name	Designation	S.T.D Code	Phone Number		Fax	Email	Address
				Office	Home			
1	Dr. G.P. Vadodaria	I/c Exam Controller	079	26300499 Ext: 135	Univ. has not allotted home Landline	26301 500	registrar@gtu.ac.in	2 nd Floor ACPC building, LD Engg Campus, Ahmedabad
2	Shri P. U. Vyas	Chief Accounts Officer	079	26300499 Ext: 103	Univ. has not allotted home Landline	26301 500		
3	Shri U.Y. Nanavati	Officer of Deputation – General Administration	079	26300499 Ext: 106	Univ. has not allotted home Landline	26301 500		

Public Information Officer

Sr No	Name	Designation	S.T.D. Code	Phone Number		Fax	Email	Address
				Office	Home			
1	Prof. N.N. Bhuptani	I/c Registrar	079	26300499	Univ. has not allotted home Landline	2630 1500	registrar@gtu.ac.in	2 nd Floor ACPC building, LD Engg Campus. Ahmedabad

Appellate Authority:

Sr No	Name	Designation	S.T.D. Code	Phone Number		Fax	Email	Address
				Office	Home			
1	Prof. M.N.Patel	Officiating Vice Chancellor	079	26300699	Univ. has not allotted home Landline	2630 1500	registrar@gtu.ac.in	2 nd Floor ACPC building, LD Engg Campus, Ahmedabad