

# **GUJARAT TECHNOLOGICAL UNIVERSITY**

Nr. Vishwakarma Government Engineering College,  
Nr. Visat Three Roads, Visat-Gandhinagar Highway, Chandkheda-  
Ahmedabad-382424-Gujarat

## **Proactive disclosure under the Right to Information Act, 2005**

### **1. The particulars of the organization, powers and functions**

Gujarat Technological University is established by an act of Gujarat Legislature (Gujarat Act No. 20 of 2007). The powers and functions of the university are defined in section 7 of the university 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, 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**

<b>Dr. Navin Sheth</b> Vice Chancellor		
1.	Shri. J. C. Lilani	I/c Registrar, Public Information Officer & I/c Controller of Examination
2.	-	Chief Accounts Officer
3.	CA. C. M. Parmar	Internal Auditor
4.	Ms. Mona Chaurasiya	Research Coordinator
5.	Shri M. N. Parmar	Accounts Officer
6.	Shri S. J. Sharma	Assistant Registrar ( Exam)
7.	Shri K. B. Shah	System Analyst
8.	Shri R. J. Chourasiya	Computer Programmer (Examination- Diploma)
9.	Ms. A. A. Vyas	Computer Programmer (Examination- Degree)
10.	Shri H. S. Patel	Deputy Engineer
11.	Shri A. C. Solanki	Admin/Accounts Officer, (Purchase)
12.	Shri. K. R. Patel	Admin/Accounts Officer, Affiliation & Staff Endorsement
13.	Mrs. S. T. Sengunthar	Statistical Officer
14.	Shri R. D. Mehta	Accountant
15.	Ms. K. K. Batavia	Office Superintendent (Examination)
16.	Ms. P. B. Panchal	Store Officer
17.	Ms. J. R. Macwan	Office Superintendent (MCA)
18.	Ms. T. S. Trivedi	Deputy Accountant
19.	Ms. S. J. Modi	Senior Clerk (Exam)
20.	Mrs. C. N. Dave	Senior Clerk (Store)
21.	Mrs. N. V. Chhuvara	Data Entry Operator
22.	Shri D. B. Patel	Data Entry Operator (Basement)
23.	Shri D. M. Gohil	Data Entry Operator (Ph.D)
24.	Shri J. K. Tank	Data Entry Operator (Exam)
25.	Shri K. R. Limbachiya	Data Entry Operator (ME)
26.	Shri M. M. Rathva	Data Entry Operator (Zone-3)
27.	Shri D. J. Macwan	Computer Operator

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

Some the officers / employees are on deputation from state government and other officers are recruited by GTU. Their remuneration is fixed as per following pay scales.

Sr. No	Post	Pay-Scale
1.	Registrar	15600-39100+7600GP
2.	Deputy Registrar	15600-39100+6600GP
3.	Controller of Examination	15600-39100+6600GP
4.	Chief Account Officer	15600-39100+6600GP
5.	Research Coordinator	15600-39100+6600GP
6.	Internal Auditor	15600-39100+6600GP
7.	Accounts Officer	15600-39100+5400GP
8.	Assistant Registrar	9300-34800+5400GP
9.	Computer Programmer	9300-34800+5400GP
10.	Deputy Engineer	9300-34800+5400GP
11.	Administrative /Accounts Officer	9300-34800+4600GP
12.	Statistical Officer	9300-34800+4600GP
13.	Accountant	9300-34800+4400GP
14.	Office Superintendent	9300-34800+4400GP
15.	Deputy Accountant	9300-34800+4200GP
16.	Store Officer	9300-34800+4200GP
17.	Senior Clerk	5200-20200+2400GP
18.	Data Entry Operator	5200-20200+1900GP
19	Computer Operator	15000/- Fixed

\*Note: As per Govt. of Gujarat Rules Fixed Pay for 5 years for Sr. No. 13 to 18

**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 2015-2016**

Sr.No	Budget Head	Amount Rs. (In Lacs)
1	Income	12758.27
2	Expenses	25876.53
3	Deficit Funds to be transferred from the University Fund	13118.26

**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](http://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 on all days 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.

**E-assessment**

The University has implemented the system of E-assessment. The university has provided the facility for online viewing of the evaluated Answer Sheet by paying fee of Rs. 100/- per answer script where e-assessment is applicable. Hence, students are instructed to follow the process of online viewing of the evaluated answer sheet in which the E-assessment is implemented.

GTU has already established a system to view answer sheet by charging Rs. 100/- wherever e-assessment is implemented. As a separate system is already established by the University, applicants have to follow the same procedure for answer sheet viewing. Applicants who wish to apply under RTI for any other matter other than answer sheet viewing may apply by paying application fee of Rs. 20/- as prescribed in clause 5 (a) of Gujarat Gazette dated: 22-03-2010.

**Inspection of Answer Sheet (Other than E-assessment Cases)**

The university provides inspection of evaluated of answer sheet. All the concerned students who wish to apply for the inspection of the evaluated answer sheet/answer sheets under RTI Act, 2005, they are required to apply for inspection after the declaration of the result of Rechecking/Re-assessment and before the last date mentioned in the obliteration/pulping circular issued by the exam section.

The inspection shall be given after the declaration of Rechecking/Re-assessment result, even though the application might has been received before the declaration of Rechecking/Re-assessment result.

**Photocopy of Answer Sheets under RTI Act, 2005**

Students can obtain the photocopy of answer sheet under the RTI Act, 2005. The charges for the photocopy are as under:

	<b>Charges to receive photocopy of answer sheet personally from the University</b>	<b>Charges to receive photocopy of answer sheet at the postal address</b>
(a) RTI Application fee	Rs.20/-	Rs.20/-
(b) Photocopy Charges per answer sheet	Rs.80/-	Rs.120/- (Inc. postal charges)

## How to Apply

- Students are required to apply with all details containing Name, Enrolment Number, Subject Code, Contact Details (including mobile number) etc.
- Students are required to attach the copy of hall ticket/print out of online result and college ID proof.
- Students have to pay fees of Rs. 20/- by any of the mode prescribed under RTI Act, 2005 i.e. court fee stamp/IPO/DD/Indian non-judicial stamps/ revenue stamp along with application.
- The students will be informed regarding date & time of inspection through SMS/letter only after the declaration of the result of rechecking/re-assessment.

## Important Notes

- Inspection of answer-sheets is given only for the academic guidance of the students and does not provide any remedy in case of any discrepancy that may be noticed in the process. **Therefore no request for change or correction of marks shall be entertained under the RTI Act, 2005.**
- Only applicant student will be allowed to inspect his/her own the answer sheet.

### **The names, designations and other particulars of the public information officers:**

#### **Public Information Officer**

Sr. No	Name	Designation	Phone Number		Fax	Email	Address
			Office	Home			
1	Dr. J. C. Lilani	I/c Registrar	079-23267579/605	-	079-23267580	registrar@gtu.ac.in	Nr. Vishwakarma Government Engineering College, Nr. Visat Three Roads, Visat Gandhinagar Highway, Chandkheda-Ahmedabad-382424

#### **Appellate Authority:**

Sr. No	Name	Designation	Phone Number		Fax	Email	Address
			Office	Home			
1	Dr. Navin Sheth	Vice-Chancellor	079-23267527	-	079-23267564	vc@gtu.ac.in	Nr. Vishwakarma Government Engineering College, Nr. Visat Three Roads, Visat Gandhinagar Highway, Chandkheda-Ahmedabad-382424

## 16. Information which shall not be provided under the RTI Act, 2005

### ➤ Information related to Exam section

Information/Details	Description	RTI Act Clause
The information about employees/staff connected with the confidential activities of exam section such as names of paper setters, names of examiners etc.	If such information is disclosed, it may adversely affect whole examination process and the interest of the university. It may be misused by any third person. It would endanger the life or physical safety of the person.	8 (1) (g)
The information regarding staff connected with rechecking/re-easement, marks entry and exam related confidential activities conducted at zonal level.	If such information is disclosed, it may adversely affect the confidential activity of exam and the interest of the university. It may endanger the life or physical safety of the person.	8 (1) (g)
The information regarding the opinion taken from teachers/experts in unfair means (UFM) cases during or after the exam.	If such information is disclosed, it may adversely affect the confidential activity of exam and the interest of the university. It may endanger the life or physical safety of the person.	8 (1) (g)
The information regarding the confidential activity of the exam given to outsourced agencies, by the university.	If such information is disclosed, it may adversely affect the interest of the university. It may endanger the life or physical safety of that person.	8 (1) (g) 8 (1) (d)
Confidential work/information about how the exam work is carried out, which instrument or process is used, at what time etc.	If such information is disclosed, it may adversely affect the interest of the university.	8 (1)(g)
Information regarding education or personal details of the students such as name, address, mobile number, photo etc.	Such detail related to personal information the disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion of the privacy of the individual's life.	8 (1) (j)
Marks obtained by the students in the examination	University follows grade system as suggested/recommended by AICTE. Result of the student is declared in grades SPI, CPI, CGPA wise by university.	As per AICTE

### ➤ Information related to Affiliation/Staff-Endorsement Section

- The information regarding LIC/academic inspection report or information supplied with the application for affiliation which contains institutional information such as documents

regarding land building, analysis of financial conditions etc. This information is important and confidential. Such information shall not be disclosed considering the interest of professional institutions to the third party, disclosure of which would harm the competitive position. Therefore, information regarding copy of LIC/ academic inspection report shall not be provided under section 8 (1) (d) of the RTI Act, 2005.

- LIC or academic inspection report contains names and signatures of convener, committee members etc. If such information is disclosed, it would endanger the life or physical safety of those persons involved in inspection process. Hence, such information shall not be provided under section 8 (1) (g) of the RTI Act, 2005.
- Copy of certificates about education qualification and experience of teaching staff of affiliated self-financed colleges/institutions considered for staff endorsement process is treated as personal information. Further the disclosure of such information has no relationship to any public activity or interest, or which would cause unwarranted invasion to the privacy of the individual's life. Hence, such information shall not be given under Section 8 (1) (j) of the RTI Act, 2005.

➤ **Information related to Student Grievance Redressal Cell**

- The personal details of the complainer and the details of the person against whom complain is registered shall not be provided. Such details related to personal information the disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion of the privacy of the individual's life shall not be provided under section 8 (1) (j) of the RTI Act, 2005.

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