

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

Prof(Dr.) Navinchandra Sheth Hon'ble Vice Chancellor		
1	Prof(Dr.) S. D. Panchal	I/C Registrar
2	SHRI J C LILANI	Dy. Registrar
3	Dr. Chirag Nagda	Dy. Registrar
4	SHRI M N PARMAR	Accounts Officer
5	SHRI S J SHARMA	Asst. Registrar
6	Dr. Ashok P. Chavda	Asst. Registrar
7	SHRI R J CHAURASIYA	Comp. Prog.
8	MISS ANJALI A VYAS	Comp. Prog.
9	SHRI ANIL C SOLANKI	Adm/Acc.Officer
10	SHRI K R PATEL	Adm/Acc.Officer
11	Shobhanarani T	Statistical officer
12	CA.Chitrali Parmar	Internal Auditor
13	Mona Chaurasiya	Research Co
14	Hemal Patel	Dy engineer
15	Keyur B. Shah	Sys. Analyst
16	Mr. Pranav Trivedi	Accountant
17	Jennifer Macwan	OS
18	Truptiben Trivedi	Dy.Acct.
19	Ms. Smita Modi	Sr. Clerk
20	Chetali Dave	Sr. Clerk
21	Mr. Jayraj Modi	Sr. Clerk
22	MR. Sanjay Nalvaya	Sr. Clerk
23	Dipak J Macwan	Computer Operator
24	Miss Khushbu K Batavia	OS
25	Shri Rohan D Mehta	Accountant
26	Ms. Panchal Pinki B.	Store Officer
27	Chhuvara Nahedabanu Vasim	DEO
28	Gohil Dhavalkumar	DEO
29	Jigenesh Tank	DEO
30	Krunal R Limbachiya	DEO
31	Mahesh Rathva	DEO
32	Mr. Kashyap Thummar	Ap Drug regulatory affairs
33	AMITKUMAR PRABHUDAS PRAJAPATI	ADMIN ASSISTANT
34	DR PANKAJRAY VINODCHANDRA PATEL	DIRECTOR
35	MR.MAHESH HASMUKHBHAI PANCHAL	DEPUTY DIRECTOR
36	KEYUR DARJI	DEPUTY DIRECTOR

37	DR .PARULKUMARI BHATI	DEPUTY DIRECTOR
38	MR.YUVRAJSINH RAOL	DEPUTY DIRECTOR
39	DR. KRISHNABA ANIRUDDHASINH VAGHELA	ASSISTANT PROFFESOR
40	DR. SARIKA SRIVASTAVA	ASSISTANT PROFFESOR
41	DR. RITESH K PATEL	ASSISTANT PROFFESOR
42	DR.KAUSHAL A. BHATT	ASSISTANT PROFFESOR
43	MR.MARGAMKUMAR KANUBHAI SUTHAR	ASSISTANT PROFFESOR
44	MR.KARMJITSINH BIHOLA	ASSISTANT PROFFESOR
45	MR.JAIMIN DAVE	ASSISTANT PROFFESOR
46	MR.VAGMIN HASITKUMAR JOSHI	ASSISTANT PROFFESOR
47	MRS.JIGNASHA NIRLON ACHARYA	ASSISTANT PROFFESOR
48	MS.REEMA RAJANKUMAR PAREKH	ASSISTANT PROFFESOR
49	HEMAL NAYAK	ASSISTANT PROFFESOR
50	RAJ ARVINDKUMAR HAKANI	ASSISTANT PROFFESOR
51	SHUKLA TOSHA	ASSISTANT PROFFESOR
52	RUTIKABEN P GHARIYA	ASSISTANT PROFFESOR
53	AMITKUMAR PATEL	ASSISTANT PROFFESOR
54	RADHIKA GANDHI	ASSISTANT PROFFESOR
55	TUSHAR PANCHAL	ASSISTANT PROFFESOR
56	SHWETA VISHAL BAMBUWALA	ASSISTANT PROFFESOR
57	PARTH UDAYAKUMAR SEJPAL	ASSISTANT PROFFESOR
58	DEEPAK UPADHYAY	ASSISTANT PROFFESOR
59	ASMATBANU PATHAN	ASSISTANT PROFFESOR
60	RICHA SHARMA	ASSISTANT PROFFESOR
61	Ms. Seema Joshi	ASSISTANT PROFFESOR
62	DR RAJESH PARIKH	DIRECTOR
63	HITESH GUJARATI	RESEARCH ASSOCIATE
64	VIKRANT VALA	RESEARCH ASSOCIATE
65	DR HABIB MANSURI	OSD
66	RAGESHKUMAR VASUDEV THAKOR	OSD
67	MAHESH PATEL	OSD
68	NEHA R GAMETI	RESEARCH ASSOCIATE
69	PIYUSH GOHEL	COMPUTER PROGRAMMER
70	RITESH ADHVARYU	OSD
71	VIBHA KEYUR VACHHANI	COMPUTER PROGRAMMER
72	HEMANGI VINCHHI	COMPUTER PROGRAMMER
73	KINJAL JAYSWAL	COMPUTER PROGRAMMER
74	JAY CHAUHAN	OSD
75	SANTOSH DILIPBHAI DAVE	NETWORK ADMINISTRATOR
76	DR.RAVIRAJSIKH JADEJA	SPORT OFFICER
77	DEEP VYOMESHKUMAR TRIVEDI	ADMIN ASSISTANT
78	RINABEN RAMANLAL THAKKAR	ADMIN ASSISTANT
79	SEJALBEN ATULKUMAR PATEL	ADMIN ASSISTANT
80	VALLARI HEMANG DOSHI	ADMIN ASSISTANT
81	DARSHANA PRAHLADBHAI CHAUHAN	OSD
82	NIDHI SHARMA	OSD
83	DHARMISTHA MAKWANA	OSD
84	HEMANGI VYAS	OSD

85	DR.MEENA N. PANDYA	LIBRARIAN
86	DHARMESH K KASAVALA	ADMIN ASSISTANT
87	DISHA RAMESHBHAI SHAH	ADMIN ASSISTANT
88	HINABEN AMARATLAL PATEL	ADMIN ASSISTANT
89	JAYESH S. JADAV	ADMIN ASSISTANT
90	KALPESH LABHUBHAI MAIYAD	ADMIN ASSISTANT
91	KHUSHBU ARVINDKUMAR LADOLKAR	ADMIN ASSISTANT
92	KOMAL CHANDULAL RAIYANI	ADMIN ASSISTANT
93	MAITRI RASHMIKANT MODI	ADMIN ASSISTANT
94	MOHIT VINODCHANDRA SUTHAR	ADMIN ASSISTANT
95	NARENDRASINH JAYESHKUMAR CHAUHAN	ADMIN ASSISTANT
96	NEHA KUMARI RAJNIKANT RAVAL	ADMIN ASSISTANT
97	NIKITA KANUBHAI TELI	ADMIN ASSISTANT
98	NISHA SHUKLA	ADMIN ASSISTANT
99	PANKAJKUMAR BABULAL SHARMA	ADMIN ASSISTANT
100	PRANAV A. KHAMAR	ADMIN ASSISTANT
101	PRIYANKA MITESHBHAI PADARIYA	ADMIN ASSISTANT
102	PRIYANKA TRIVEDI	ADMIN ASSISTANT
103	REENABAHEN MOCHI	ADMIN ASSISTANT
104	SHILPA CHAUDHARI	ADMIN ASSISTANT
105	TRUPTI VITHLANI	ADMIN ASSISTANT
106	SAIYAD RIJAVANABANU	ADMIN ASSISTANT
107	PREKSHA DINESHBHAI PATEL	ADMIN ASSISTANT
108	VARSHA PATEL	ADMIN ASSISTANT
109	HIRAL SHARMA	ADMIN ASSISTANT
110	NITINKUMAR DURGASHA MAGJIKONDI	ADMIN ASSISTANT
111	VAGHELA RAVINDRASINH RAMSINH	ADMIN ASSISTANT
112	JYOTI N. VAISHNAV	ADMIN ASSISTANT
113	VAIBHAVI RATHOD	ADMIN ASSISTANT
114	SOLANKI JIGNESH	ADMIN ASSISTANT
115	PATEL MITAL V	ADMIN ASSISTANT
116	ANKITA KHAMAR	ADMIN ASSISTANT
117	HIRVANIYA HASHMUKHBHAI	ADMIN ASSISTANT
118	AARTI S PANCHOLI	ADMIN ASSISTANT
119	PRAGNESH KABARIA	ADMIN ASSISTANT
120	CHIRAG META	ADMIN ASSISTANT
121	USHMA SANGHAVI	ADMIN ASSISTANT
122	SHAILESH GOHIL	ADMIN ASSISTANT
123	BHAVIK B JETHI	ADMIN ASSISTANT
124	SHIVANI PANCHAL	ADMIN ASSISTANT
125	PRIYANKA N. CHAVDA	ADMIN ASSISTANT
126	ARPITA CHAVDA	ADMIN ASSISTANT
127	HIRAL MISTRY	ADMIN ASSISTANT
128	KOSHA KOTHARI	ADMIN ASSISTANT
129	RUCHIKA PATEL	ADMIN ASSISTANT
130	HINALKUMARI CHAUDHARI	ADMIN ASSISTANT
131	POONAM SHARMA	ADMIN ASSISTANT
132	JIGNA GOHIL	ADMIN ASSISTANT

133	VIDYA R. CHAUHAN	ADMIN ASSISTANT
134	SHAMA RANI	ADMIN ASSISTANT
135	DISHA ROHITBHAI KAKAIYA	ADMIN ASSISTANT
136	JIGNABEN UTTAMKUMAR SHRIMALI	OFFICE ASSISTANT
137	DHWANI PRADIPBHAI SANGHAVI	RESEARCH ASSISTANT
138	NIDHI PATEL	RESEARCH ASSISTANT
139	DHVANI VYAS	RESEARCH ASSISTANT
140	SHREYA DAVE	RESEARCH ASSISTANT
141	BHUMIKA KISHORBHAI MAHERIYA	RESEARCH ASSISTANT
142	SHERASIYA MUNIRA	RESEARCH ASSISTANT
143	MILAN PATHAK	OSD
144	MEETA VYAS	OSD
145	DHAVAL KAKU	OSD
146	SAURABH SAHU	OSD
147	FORAM CHANDARANA	OSD
148	SAPNA G RATHOD	PA TO REGISTRAR

10. 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 2018-2019

Sr.No	Budget Head	Amount Rs. (In Lacs)
1	Income	12290.55
2	Expenses	12290.55
3	Deficit Funds to be transferred from the University Fund	0

11. The manner of executing of subsidiary programmes including amounts allocated and the details and beneficiaries of the programmes :

Not applicable

12. Particulars of recipients of concessions, permits or authorization granted by it:
NIL

13. 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.

14. 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:

	Charges to receive photocopy of answer sheet personally from the University	Charges to receive photocopy of answer sheet at the postal address
(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. Pankajray Patel	Director	079-23267609	-	-	director@gtu.edu.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	Prof. (Dr.) S. D. Panchal	I/c Registrar	079-23267606/631	-	-	registrar@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-easeament, 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.
