

Statutory declaration of the institution under section 4 (1) (b) of the RTI Act of 2005

Chief information officer of HEI : Dr. A. P. Patel Designation : Principal
 Email ID : dr.amrutbhaipatel@gmail.com Contact No. : 9428388041

Assistant information of HEI : Shri G.H. Solanki Designation : Office Superintendent
 Email ID : ghlic@yahoo.com Mobile No. : 9925020495

Available Time : During Office hours

Name and Designation of Employee	Details of work and nature	Requisite documents	Time limit of the work	Fee or Charge is any	Remarks
Shri Gordhanji H. Solanki O.S.	The entire establishment of HEI-appointment, promotion & Retirement procedure of teaching & non-teaching staff	According to the rules, Regulation, Guidelines, Resolution & Circulars of UGC, Government of Gujarat, Concern University & Commissioner of Higher Education	In a stipulated & Need based time limit		
	As a Office Superintendent supervise & Co-ordinate entire administrative & Academic activities in the guidance of the head of the institute	According to the rules, Regulation	In a stipulated & Need based time limit		
	To assist chief information officer- The Principal as a Assistant information officer in case of RTI if any	According to the right to information act of 2005,	In a stipulated & Need based time limit		

Name and Designation of Employee	Details and nature of work	Requisite documents	Time limit of the work	Fee or Charge is any	Remarks
Shri Nitinbhai K. Patel Head Clerk	To maintain service books of teaching and non-teaching staff with necessary event/entries it including their leave records	With the help and Co-ordination of OS and Accountant	In a given time / circular	-	
	Any other work or Instruction given by the Principal & O.S.	According to the instructions given by the circulars	According to the instructions given by the circulars		

Name and Designation of Employee	Details and nature of work	Requisite documents	Time limit of the work	Fee or Charge is any	Remarks
Shri Kantilal S. Damor Accountant	Account related all the work including salary bill of the staff, UGC Grant utilization and keep the account ready	According to the instructions given in the circulars	According to the instructions given in the circulars		
	Prepare and get the annual account audited by the chartered accountant	According to the instructions given in the circulars	According to the instructions given in the circulars		
	Purchasing and maintaining of required institutional equipments and tools	According to the rules and regulation of fund utilization	According to the instruction of the Management and Principal		

Name and Designation of Employee	Details and nature of work	Requisite documents	Time limit of the work	Fee or Charge is any	Remarks
Shri Vishnubhai R. Nai Adhok Clerk	Trial, Transfer, Bonafied Certificate	Application of the student with required fee	Same day	100/-	
	Internal Exam	To prepare Internal Result and submitted to the University	In a stipulated time	-	
	External Exam Forms	As per University rules	In a stipulated time	-	
	Admission Process	As per University rules	As per University rules	-	
	SC, ST Scholarship related word & Bank Account opening	According to relevant circulars	In a stipulated time	-	

Name and Designation of Employee	Details and nature of work	Requisite documents	Time limit of the work	Fee or Charge is any	Remarks
Shri Tusharbai D. Makwana Adhok Clerk	Admission, Enrollment, Preparation and submission of Internal Marks of Class-B.Com sem- I/II & V/VI	All the necessaries documents according to the circular of HNGU.	According the instructions given by the circulars	√	
	SEBC Scholarship related work	According the instructions given by the circulars	According the instructions given by the circulars	√	
	Any other work given / Instruction given by the Principal & O.S.	According the instructions given by the circulars	According the instructions given by the circulars	√	

Name and Designation of Employee	Details and nature of work	Requisite documents	Time limit of the work	Fee or Charge is any	Remarks
Shri Pravinbhai M. Prajapati Adhok Clerk	Maintains of Inward , Outward & Investment of register	Concern Letters	Every day - In-time	Maintains of Inward , Outward & Investment of register	
	Circulation of letters and circulars to the concern teaching and nonteaching member according to the instruction given by Principal & O.S.	Concern Letters	Every day - In-time	Circulation of letters and circulars to the concern teaching and nonteaching member according to the instruction given by Principal & O.S.	
	Admission, Enrollment, Preparation and submission of Internal Marks of Class- B.A./B.Com sem- III & IV	All the necessaries documents according to the circular of HNGU.	According the instructions given by the circulars	Admission, Enrollment, Preparation and submission of Internal Marks of Class- B.A./B.Com sem- III & IV	

Name and Designation of Employee	Details and nature of work	Requisite documents	Time limit of the work	Fee or Charge is any	Remarks
Shri Dineshbhai R. Thakor Adhok Clerk	B.A./B.Com Admission Process According to circulars	According the instructions given by the circulars	According the instructions given by the circulars		
	Circulation of letters and circulars to the concern teaching and nonteaching member according to the instruction given by Principal & O.S.	Concern Letters	Every day - In-time		
	Admission, Enrollment, Preparation and submission of Internal Marks of Class- B.A./B.Com sem- V & VI	All the necessaries documents according to the circular of HNGU.	According the instructions given by the circulars		
	To prepare all type of Notices and Display them on student notice board	According the instructions given by the circulars	According the instructions given by the circulars		
	To Help Cashier in Collection of Fees.	According the instructions given by the circulars	According the instructions given by the circulars		
	Verification & submission of SEBC, MYSY, Minorities, EBC, Divyang Scholarship forms	According the instructions given by the circulars	According the instructions given by the circulars		
	To Help NAAC Steering Committee in Preparation of SSR	-	-		

Name and Designation of Employee	Details and nature of work	Requisite documents	Time limit of the work	Fee or Charge is any	Remarks
Shri Arvindbhai S. Prajapati Adhok Clerk	Collection of fees of all UG,PG Classes & keep the cashbook ready	According to the instructions given by the circulars	According to the instructions given by the circulars		
	Maintains PG Accounts related work in addition registration of External PG Students	According to the instructions given by the circulars	According to the instructions given by the circulars		
	All types of Scholarship related work of PG Classes	According to the instructions given by the circulars	According to the instructions given by the circulars		

Name and Designation of Employee	Details and nature of work	Requisite documents	Time limit of the work	Fee or Charge is any	Remarks
Shri Ashokbhai .S. Prajapati Adhok Clerk	Admission, collection of fees, Enrollment, Filling of Examination Forms, Preparation and submission of Internal Marks of Class- B.A./B.Com Sem- I to VI (Self Finance)	All the necessities documents according to the circular of HNGU.	According the instructions given by the circulars		
	All types of Scholarships related work	According the instructions given by the circulars	According the instructions given by the circulars		
	Establishment related work of all teaching and non-teaching staff of Self-Finance unit				
	Affiliation related work of Self-Finance divisions				
	Maintains of accounts (Self-Finance)				
	Transfer, Bonafide, Trial Certificate of all Self-Finance Classes				
	Salary & E.P.F. related work of staff				