

**The Vice Chancellor of an affiliating University shall constitute such number of University Student Grievance Redressal Committees (USGRC), as may be required to consider grievances unresolved by one or more CSGRC or DSGRC or ISGRC and each USGRC may take up grievances arising from colleges/ departments/ Institutions, on the basis of the jurisdiction assigned to it by the Vice Chancellor.**

# ADMINISTRATIVE DEPARTMENTS/SECTIONS

## ACADEMIC SECTION

Procedure of Enrollment forms of Under Graduate Students, Issuance of Provisional Eligibility Certificate, Final Eligibility Certificate, Migration Certificate, Preparation of Syllabi, Procedure of formation of Board of Studies, Academic Council.

Dr. P.C. Bacharwala	Assistant Registrar	2203013
VACANT	Office Superintendent	2203028

## ACCOUNT SECTION

Payments, Salaries, Allowances, Grants, Budget, Audit, Pension, Provident Fund, Gratuity, .Prizes and Medals, Endowment, Deposit etc.

Dr R. C. Gadhvi	Deputy Registrar	2203010
Shri Pankaj Tandel	I/C. Chief Account Officer	2203029
Dr. Mital D. Upadhyay	Auditor	2203034
	Cashier	2203033
Bills		2203031
Grant		2203032
PF & Pension		2203035
Cash (Parking)		2203036
Pay Unit		2203037
Audit Room		2203050

## COLLEGE DEVELOPMENT COUNCIL

Dr. K. C. Poria	I/C Dean	2203120
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## EXAMINATION SECTION

Administrative work of various regular and external examinations and declaration of various results, to issue statement of marks, rechecking and reassessment of results, Passing certificates and Diploma/Degree certificates, verification of marks, appointment of examiners, records of University results and Degrees, declaration of prizes and medals for various examinations.

Shri A. V. Dhaduk	Controller of Examination	(O) 2203051 (F) 2227148
Dr. Mihir Mori	Co-ordinator	2203064
Shri Kalpesh Champaneri	System Manager	
Smt. Panaaben Gayakwad	I/C. Office Superintendent	2203020
VACANT	Office Superintendent	2203056
Arts Faculty		2203020
A-Branch		2203056
Convocation		2203058
Marksheet Branch		2203059
Re-assessment Branch		2203060
F – Branch – Paper		2203061
Commerce Faculty		2203062
Science Branch & FACT		2203065
Law & Management Faculty		2203066
Engineering Faculty		2203054
ACDC		2203052-2203053
External Unit		2203064

## ESTATE SECTION

Maintenance and construction of University's buildings, roads, tubewells, gardens, etc. Maintenance of electric and telephone installations. Purchase of all related materials, furnitures, office equipments and administration of security services; Allotment of Staff Quarters, Guest House reservation, etc.

Shri K. K. Surti	University Engineer	2203021
Shri Suraj C. Patel	Electrical Engineer (SF)	2203019
Shri Nikunj Gondalia	Civil Engineer (SF)	2203019
VACANT	Addl. Asst. Engineer	2203019
Store		2203199

## EPABX OPERATOR

0261 2227141 to 2227146

**Toll Free** : 1800 2333 011 , 0261-2388888 (Student's Help Desk)

## GENERAL SECTION

General Administration of University including Establishment – Service matters of University Employees. Stores – Purchase of Equipments, Printing of various forms, materials etc., Operation and maintenance of Copier Marchines, Despatch – Receipt and Despatch of University post.

Dr. Narendra R. Patel	Deputy Registrar	2203009
Smt. Jyotiben Maisuriya	Office Superintendent	2203022

## DESPATCH SECTION

Receiving and despatching posts of University.

Dr. Narendra R. Patel	Deputy Registrar	2203009
VACANT	Office Superintendent	2203023

## HUMINITIES BUILDING

Administration of Post Graduate Departments. Issuance of Bus Concession Passes etc.

Dr. P. C. Bacharwala	Assistant Registrar	2203013
VACANT	Head Clerk	2203085

## **IQAC CELL**

Implementation of various UGC and National Assessment and Accreditation Council Schemes. Initiative towards quality education.

Dr. Apurva A. Desai	Director	2227141-46
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## **LEGAL CELL**

Dealing of legal cases of University.

Dr. H. D. Vaghela	I/C Deputy Registrar	2203012
VACANT	Office Superintendent	2203024

## **UNIVERSITY CENTRAL LIBRARY**

Procurement and issuance of Books, Journals, e-journals, Magazine, News Papers etc. Publication of University Newsletter "Dakshinayan"

Dr. B. J. Ankuya	I/C Librarian	2203077
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## **NSS SECTION**

Co-ordination, administration and organization of various activities of N.S.S. at University and affiliated Colleges.

Dr. Vatsal B Patel	Co-ordinator	
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## **PHYSICAL EDUCATION & YOUTH WELFARE SECTION**

Organization of Athletic meet, Inter-Collegiate, Inter-Zonal and Inter-University Sports Tournaments. Coaching of games, Sports facilities. Organization of Youth Festival and various competition and other youth development activities at University and affiliated Colleges.

Shri David Paul	Director (PE&YW)	2203016
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VACANT	Coach	2203017
OFFICE		2203040

## POST GRADUATE SECTION

Recognition/Affiliation of Post Graduate Colleges/courses, Registration and admission of all post-graduate programme students including M.Phil and Ph.D. students, Administration of University Post-Graduate Centres, Recognition to post-graduate teachers etc, Formation and Administration of Board of University Teaching and Board of Publication.

Dr. P. C. Bacharwala	Assistant Registrar	2203013
Shri Daxesh Icecreamwala	I/C Office Superintendent	2203025

## RTI CELL

Management of Application of Right to Information Act.

Shri D. K. Patel	Co-ordinator	2203068
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## SENATE & SYNDICATE SECTION

Affiliation to Colleges, Recognition to Teachers, Formation and Administration Senate and Syndicate, Grievances of Management/Colleges/Teachers, Preparation of Annual Report.

Dr. H. D. Vaghela	I/C. Deputy Registrar	2203012
VACANT	Office Superintendent	2203026

## SC-ST CELL / EQUAL OPPORTUNITY CELL

Implementation, monitoring, evaluation and planning of the SC/ST, Physical Handicapped, Differently-abled reservation under the policies of the Government of Gujarat and the University Grants Commission for the University and affiliated colleges.

Dr. K. H. Chikhalia	OSD	2203027
VACANT	Office Superintendent	2203027

## STATISTICAL CELL / AISHE CELL

Collection and dissemination of various statistical information. Preparation and submission of various reports asked by the Government of Gujarat, UGC, MHRD, All India Survey on Higher Education etc.

Dr. K. H. Chikhalia	OSD	2203010
VACANT	Office Superintendent	2203027

## **SECURITY OFFICE**

Administration of security of University.

Shri Mehul Modi	Security Officer (Adhoc)	2203180
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## **UGC SECTION**

Implementation, monitoring, evaluation and planning of various schemes of UGC. Issuance of various circulars to affiliated colleges including UGC 2(f) and 12B Colleges for implementing UGC Schemes. Formation and Administration of Sexual Harassment Committee, Anti Ragging Committee/Cell.

Dr. K. H. Chikhalia	OSD	2203010
VACANT	Office Superintendent	2203027

## **UNIVERSITY HEALTH CENTER**

Preliminary diagnosis and treatment of employees and students of the University.

Dr. Ajit Maheshwari	Honorary Medical Officer	2203161
Smt. Kailash Solanki	Nurse (Adhoc)	2227149

## **WEBSITE MANAGEMENT**

Shri Kalpesh Champaneri	System Manager	2203056
Shri Chintan Gajjar	Programmer (SF)	