

GFSU

NAAC Accredited 'A' Grade



Gujarat Forensic
Sciences University

Knowledge | Wisdom | Fulfilment

Pro-Active Disclosure under Right to Information Act, 2005

Proactive Disclosure under Section 4 (1)(b) **of the Right to Information Act, 2005**

Manual I

Section 4 (1) (b)(i): The particulars of organization, functions and duties:

Gujarat Forensic Sciences University is established by an Act of Gujarat Legislature (Gujarat Act No. 17 of 2008).

Name and Address of the Organization:

Gujarat Forensic Sciences
University Sector – 9,
Gandhinagar - 382007, Gujarat

The Gujarat Forensic Sciences University was established by the Government of Gujarat vide an Act No. 17 of 2008 passed by the Gujarat Legislative Assembly dated 30th September, 2008 with an objective of fulfilling the acute shortage against increasing demand of forensic experts in the country & the world. The main objective of the University to make the Criminal Justice Delivery System techno Savvy and it would help overcome the actual shortage of skilled manpower engaged in this field. It became functional from Feb, 2009 and was recognized by the University Grants Commission as a State University under Section 22 of the UGC Act 1956 to award degrees in May, 2011.

(A)The functions and duties are defined in Section 7 of the GFSU Act, 2008.

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 instructions as are necessary for the furtherance of the objects of the University.

- ii. To provide for instruction, training and research in such branches of knowledge or learning pertaining to forensic science, behavioral science, technology and management in relation to civil and criminal laws, allied areas, prevention of crimes and rehabilitation of the victims;
- iii. To prescribe courses 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 conditions as the University may determine, and to withdraw or cancel any such degrees, diplomas, certificates, or other academic distinctions or titles in the manner as may be prescribed;
- v. To establish such special centers, specialized study centers or other units for research & development as are, in the opinion of the University, necessary for the furtherance of its objects;
- vi. To sponsor and undertake a research in all aspects of forensic science, behavioral science, technology and allied areas in relation to investigation, detection and prevention of crimes and rehabilitating the victim of crimes;
- vii. To collaborate or associate with any education institution with like or similar objects;
- viii. To develop and maintain linkages with educational or other institutions in any part of the world having subjects wholly or

partially similar to those of the University, through exchange of teachers, students and scholars and generally in such manner as may be conducive to their common objects;

- ix. To develop and maintain relationships with teachers, researchers and experts in the domains of investigation and detection of crimes and furthering the cause of criminal justice system for achieving the objects of the University;
- x. To regulate the expenditure, manage the finance and to maintain accounts of the University;
- xi. To receive grants, subventions, subscriptions, donations and gifts for the purposes of the University and consistent with the objects for which the University is established and to enter into any agreement with the Central Government, the State Government, the University Grants Commission or other authorities or bodies for receiving any grants;
- xii. To receive funds from the industries or from any other sources as gifts, donations, benefactions or bequests and by transfers of movable and immovable properties for the purposes and objects of the University.

(B) University runs various courses under its three Institutes namely:-

- Institute of Forensic Science [\(click here\)](#)
- Institute of Research & Development [\(click here\)](#)
- Institute of Behavioral Science [\(click here\)](#)

(C) Functions of Board of Governors:-

- (i) to take decisions on question of policy relating to the administration and working of the University;
- (ii) to institute courses of study at the University;
- (iii) to make regulations;
- (iv) to consider and approve the annual report and the annual budget of the University for every financial year;
- (v) to invest moneys and funds of the University and to take decision on the recommendations of the Finance Committee;
- (vi) to publish or finance the publication of studies, treaties, books, periodicals, reports and other literature from time to time and to sell or arrange for the sale as it may deem fit;
- (vii) to create or abolish posts of teachers and officers and employees of the university;
- (viii) to appoint such committees as it considers necessary for the exercise fits powers and performance of its duties under this Act;
- (ix) to appoint Directors of the University;
- (x) to delegate any of its power to the Directors, Deans, Registrar or any other officer, employee or any authority of the University or to a committee appointed by it; and
- (xi) to exercise such other powers and perform such other functions as may be conferred or imposed upon it by or under this Act or the regulations, and such other powers for achieving the objects of the University.

(D) Functions of Academic Council:-

- (i) to exercise control over the academic policies of the University and be responsible for the maintenance and improvement of standards of instruction, education and evaluation in the University;
- (ii) to consider matters of general academic interest either on its own initiative or on a reference from the faculty of the University or the Board and to take appropriate action thereon;
- (iii) to recommend to the Board, such regulations as are consistent with this Act regarding the academic functioning of the University including discipline of students; and
- (iv) to exercise such other powers and perform such other duties as may be conferred or imposed upon it by the regulations.

(E) Functions of Finance Committee:-

- (i) to examine the annual accounts and annual budget estimates of the University and to advise the Board thereon;.
- (ii) to review from time to time the financial position of the University;
- (iii) to make recommendations to the Board on all financial policy matters of the University;
- (iv) to make recommendations to the Board on all proposals involving raising of funds, receipts and expenditure;
- (v) to provide guidelines for investment of surplus funds;
- (vi) to make recommendations to the Board on all proposals involving expenditure for which no provision has been made in the budget or for which expenditure in excess of the

amount provided in the budget needs to be incurred;

- (vii) to examine all proposals relating to the revision of pay- scales, up gradation of the scales and those items which are not included in the budget prior to placing before the Board; and
- (viii) to exercise such other powers and perform such other functions as may be conferred or imposed upon it by the regulations.

Manual II

Section 4(1) (b) (ii):The powers and duties of its officers and employees

The powers and duties of Director General:

1) The Director General shall have, subject to the provisions of this Act, power to cause an inspection or review to be made by such person or persons as he may direct, of the University, its buildings, hostels, libraries, equipments and systems and processes and of any institution or center maintained by the University, and also of the examinations, teaching, research and other work conducted or done by the University and to cause an Inquiry to be made in like manner in respect of any matter connected with the administration, academic affairs and finance of the University.

2) Without prejudice to the generality of the foregoing provisions, the Director General shall–

i. be the chief executive and academic officer of the University. He shall preside over the meetings of the Board, Academic Council and the Finance Committee;

ii. Ensure implementation of the decisions of the authorities of the University;

iii. be responsible for imparting of instructions and maintenance of discipline in the University; and

iv. Exercise such other powers and perform such other duties as may be assigned to him by or under this Act or the regulations or as may be delegated to him by the Board or by the State Government.

3) Where any matter is of urgent nature requiring immediate action and the same cannot be immediately dealt with by the authority or body of the University empowered under this Act to deal with it, the Director General may take such action as he may deem fit and shall forthwith report the action so taken by him to the authority or body of the University who or which, in the ordinary course, would have dealt with matter: Provided that if such authority or other body is of the opinion that such action ought not to have been taken by the Director General, it may refer the matter to the Board which may either confirm the action taken by the Director General or annul the same or modify it in such manner as it thinks fit, and thereupon the action shall cease to have effects or, as the case may be, shall take effect in such modified form so however such modification or annulment shall be without prejudice to the validity of anything previously done by or under the order of the Director General.

4) Where the exercise of the power by the Director General under sub-section (3) involves the appointment of any person, such appointment shall be confirmed by the competent authority empowered to approve such appointment in accordance with the provisions of this Act and the regulations, not later than six months from the date of order of the Director General, otherwise such appointment shall cease to have effect on the expiration of a period of six months from the date of order of the Director General.

Duties of Directors:

As per Section 22(2) of the GFSU Act, the directors shall assist the Director General in managing the academic, administrative and other affairs of the Institutes and shall exercise such powers and perform such functions as may be prescribed or entrusted to them by the Director General.

Duties of Registrar:

- (i) he shall be responsible for the custody of records, common seal, the funds, of the University and such other property of the University;
- (ii) he shall 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) he shall be responsible to the Director General for the proper discharge of his functions;
- (iv) he shall be responsible for the administration 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) he shall attest and execute all documents on behalf of the University;
- (vi) he shall verify and sign the pleadings in all suits and other legal proceedings by or against the University and all processes in such suits and proceedings shall be issued to and served on the Registrar; and
- (vii) he shall exercise such other powers and perform such other duties as may be assigned to him by or under this Act, the regulations or as may be delegated to him by the Board or the Director General.

Duties of Teaching Staff:

To take classes (theory and practical) under overall supervision of the respective Director and Head of the Department; Such other duties and responsibilities as may be assigned by the University authority time to time.

Manual - III

Section 4 (1)(b)(iii):The Procedure followed in the decision making, including channel of supervision and accountability

All decisions are taken in accordance with the provisions of the Gujarat Forensic Sciences University Act, 2008.

Copy of the Gujarat Forensic Sciences University Act, 2008 is available on the University website and can be accessed from here: [\(Click Here\)](#)

(A) Authorities of the University

- (i) Board of Governors
- (ii) the Academic Council
- (iii) the Finance Committee

(B) Officers of the University

- (i) The Director General
- (ii) The Director Research & Development
- (iii) The Directors
- (iv) The Deans
- (v) The Registrar
- (vi) such other persons in the service of the University as may be declared by regulations, to be the officers of the University.

Manual - IV

Section 4(1) (b)(iv): The norms set by it for discharge of its function

The University discharges its functions in accordance with the GFSU Act,2008.

Norms for discharging

function: (A)

1)The Director General shall have, subject to the provisions of this Act, power to cause an inspection or review to be made by such person or persons as he may direct, of the University, its buildings, hostels, libraries, equipments and systems and processes and of any institution or center maintained by the University, and also of the examinations, teaching, research and other work conducted or done by the University and to cause an Inquiry to be made in like manner in respect of any matter connected with the administration, academic affairs and finance of the University.

2) Without prejudice to the generality of the foregoing provisions, the Director General shall–

i. be the chief executive and academic officer of the University. He shall preside over the meetings of the Board, Academic Council and the Finance Committee;

ii. Ensure implementation of the decisions of the authorities of the University;

iii. be responsible for imparting of instructions and maintenance of discipline in the University; and

iv. Exercise such other powers and perform such other duties as may be assigned to him by or under this Act or the regulations or as may be delegated to him by the Board or by

the State Government.

3) Where any matter is of urgent nature requiring immediate action and the same cannot be immediately dealt with by the authority or body of the University empowered under this Act to deal with it, the Director General may take such action as he may deem fit and shall forthwith report the action so taken by him to the authority or body of the University who or which, in the ordinary course, would have dealt with matter: Provided that if such authority or other body is of the opinion that such action ought not to have been taken by the Director General, it may refer the matter to the Board which may either confirm the action taken by the Director General or annul the same or modify it in such manner as it thinks fit, and thereupon the action shall cease to have effects or, as the case may be, shall take effect in such modified form so however such modification or annulment shall be without prejudice to the validity of anything previously done by or under the order of the Director General.

4) Where the exercise of the power by the Director General under sub-section (3) involves the appointment of any person, such appointment shall be confirmed by the competent authority empowered to approve such appointment in accordance with the provisions of this Act and the regulations, not later than six months from the date of order of the Director General, otherwise such appointment shall cease to have effect on the expiration of a period of six months from the date of order of the Director General.

(B) Directors of the Institute:

As per Section 22(2) of the GFSU Act, the directors shall assist the Director General in managing the academic, administrative and other affairs of the Institutes and shall exercise such powers and

perform such functions as may be prescribed or entrusted to them by the Director General.

(C) Registrar:

As per Section 21(2) of the GFSU Act, 2008.

(D) Teaching Staff:

To take classes (theory and practical) under overall supervision of the respective Director and Head of the Department;

Such other duties and responsibilities as may be assigned by the University authority time to time.

Manual V

Section 4 (1) (b)(v): The rules, regulations, instructions, manuals and records used by employees for discharging their functions.

List of rules, regulations, instructions, manuals and records used by employees for discharging their functions are as below:

- Presently, all the functions are discharged by Employees as per the provisions of the Gujarat Forensic Sciences University Act, 2008. [\(Click here\)](#)
- Rules followed for recruitment of regular teaching staff like Assistant Professor, Associate Professor and Professor are as per UGC guidelines issued from time to time. [\(Click here\)](#)
- Rules for maintaining discipline of students under the Institutes of the University. [\(Click Here\)](#)
- [Rules](#) for Preventing Sexual Harassment [\(Click here\)](#)
- Rules for Preventing ragging on the campus [\(Click here\)](#)
- Rules for handling students' grievances [\(Click here\)](#)

Regulations for Finance Committee:

(1) The Finance Committee shall consist of the following members, namely:-

- (i) The Director General, who shall be the Chairman of the Committee;
- (ii) The Director of Research and Development;
- (iii) Two members of the Board (one of them shall be a Government nominee on the Board) to be nominated by the Board.
- (iv) The Directors of the University;'
- (v) one expert in the field of finance, to be

- nominated by the Board;
- (vi) one professor, by rotation, to be nominated by the Board.
- (2) The Registrar shall be the Secretary of the Committee.
- (3) The term of office of the members nominated under clauses (v) and (vi) shall be three years.
- (4) The Finance Committee shall exercise the following powers and perform the following functions, namely:-
- (i) to examine the annual accounts and annual budget estimates of the University and to advise the Board thereon;
 - (ii) to review from time to time the financial position of the University;
 - (iii) to make recommendations to the Board on all financial policy matters of the University;
 - (iv) to make recommendations to the Board on all proposals involving raising of funds, receipts and expenditure;
 - (v) to provide guidelines for investment of surplus funds;
 - (vi) to make recommendations to the Board on all proposals involving expenditure for which no provision has been made in the budget or for which expenditure in excess of the amount provided in the budget needs to be incurred;
 - (vii) to examine all proposals relating to the revision of pay- scales, upgradation of the scales and those items which are not included in the budget prior to placing before the Board; and
 - (viii) to exercise such other powers and perform such other functions as may be conferred or imposed upon it by the regulations.

Regulations for Preparation of Budget Estimates, Maintenance of Accounts:

Every year, before four months of the completion of existing financial year, the accounts section of the University will start process of preparing the annual budget for the next financial year in the following manner:

- a) Every Head of the Departments in the concerned Institutions shall send their budget estimates for receipt and expenditure through their Head of the Institutions in the prescribed format circulated by the accounts section.
- b) As soon as the budget estimates from the - respective 'Head-of Departments, thorough their Head of the Institutions, are received the same will be scrutinized and compiled by the accounts section.
- c) After the scrutiny the Director General or the Officer authorized by him will discuss the requirements with individual Institutions along with the Head of the Departments and a final shape will be given to the draft document of the budget estimates of the respective Institutions.

Regulations for Internal Audit:

There will be a system of Internal Audit in the University. The internal auditor will see the following items:

- a) Budgetary provision,
- b) The expenditure incurred against the budget provision in the respective head,
- c) Whether the competent, authority as per the powers delegated has approved the purchase or the expenditure.

Maintenance of Annual Accounts:

The Annual Accounts will be prepared in the following manner:

- a) As soon as the financial year is over, preparation of finalizing accounts at the account section will be completed latest by 31st of May every year after audited by internal audit.
- b) This account will be submitted to the External Auditor for audit purpose.
- c) The Annual Accounts along with the balance sheet and audit report will be submitted to the concerned authority.

Regulations for Academic Council

RAC 1: The Academic Council will ordinarily meet twice a year and at other times convened by the Director General.

RAC 2: The Faculties, Board of Studies and faculties of Doctoral Studies and Research shall report any matter, referred to them by the Academic Council.

RAC 3: The Academic Council of the University shall consist of the following members, namely:-

- (i) The Director General, who shall be the Chairman of the Academic Council;
- (ii) Two academicians or professionals, to be nominated by the Board;
- (iii) Two academicians or professionals in the field of forensic science, to be nominated by the Board;
- (iv) The Director of Research and Development;
- (v) The Directors of the University;
- (vi) One professor from each discipline of the University, by rotation, to be nominated by the

Director General.

RAC 4: The Registrar shall be the Secretary of the Council.

RAC 5: The term of office of the members nominated under clauses (ii), (iii) and (vi) of sub-section (1) shall be three years.

RAC 6: Powers and Functions of the Academic Council:

- (i) to exercise control over the academic policies of the University and be responsible for the maintenance and improvement of standards of instruction, education and evaluation in the University;
- (ii) to consider matters of general academic interest either on its own initiative or on a reference from the faculty of the University or the Board and to take appropriate action thereon;
- (iii) to recommend to the Board, such regulations as are consistent with this Act regarding the academic functioning of the University including discipline of students; and
- (iv) to exercise such other powers and perform such other duties as may be conferred or imposed upon it by the regulations.

- **Norms for Placement Policy** ([Click Here](#))

- **Norms for determining eligibility of a candidate for admission**

1. Institute of Forensic Science ([Click Here](#))
2. Institute of Behavioral Science ([Click Here](#))
3. Institute of Research & Development ([Click Here](#))

- **University Hostel Accommodation Rules and Regulations** ([Click Here](#))

- **Regulations for conducting the meeting of the authorities and Committees of the University**

Regulation for Conducting the Meeting of the Authorities & Committees of the University

Regulations regarding summoning and holding of meetings of the Authorities of the University other than the first meeting of the Board and the Quorum and conduct of business at such meeting:

Board of Governors

Meetings

Regulation - 1

The Board of Governors of the University shall meet ordinarily at least twice in a year and at other times when convened by the Director General or in his absence by the person who has been given the charge of the office of the Director General

Notice

Regulation - 2

The Registrar shall issue a notice of the meeting at least 10 or 15 clear days before the date of the meeting. The Registrar shall also send an agenda of the meeting to the members' at least 5 or 8 days prior to the date of the meeting. Provided that, in case of emergency, notice of the meeting shall be 24 hours. Provided, further that, in case of any emergency, the item which is not included in the agenda may be taken up for consideration with the approval of the Chairman of-the Meeting.

Preside Over Regulation - 3

Normally, the Director General of the University shall preside over at the meeting. However, in absence of the Director General the person who has been given the charge of the office of Director General shall preside over the meeting or in case when Director General is unable to

attend the meeting the board may decide any member from those present to preside the meeting.

Minutes

Regulation - 4

The decision of the Board of Governors shall be recorded in the form of resolution only and shall not contain the deliberations and the discussions. However, any dissent specially requested by the member for being so recorded shall be recorded. The minutes of the meeting shall be circulated after approval of the Chairman to the members of the Board of Governors ordinarily within 10 or 15 days.

Regulation - 5

The Registrar shall submit the draft minutes to the Chairman for his approval and on approval of the minutes; the Registrar shall initiate the action as per the resolution of the Board. The action taken as per the resolution shall be reported to the Board of Governors as far as possible in its next meeting.

Quorum

Regulation - 6

Not less than 2/3 members of the Board shall constitute the quorum for a meeting of the Board and all questions shall be decided by majority of votes of the members present. The chairman, in case of equality of votes, will have a second or casting vote. When a meeting is adjourned for want of quorum, the presence of four members shall be necessary at the subsequent meeting.

Academic Council

Meeting

Regulation - 7

The academic Council shall meet at least

once in an academic term / semester and at other times when convened by the Director General or in his absence by the person who has been given the charge of the office of the Director General.

Notice

Regulation - 8

The Registrar shall issue a notice of the meeting at least 10 or 15 clear days before the date of the meeting. The Registrar shall also send an agenda of the meeting to the members' at least 5 or 8 days prior to the date of meeting. Provided that, in case of emergency, notice of the meeting shall be 24 hours. Provided further that, in case of any emergency, the item which is not included in the agenda may be taken up for consideration with the approval of the Chairman of the Meeting.

Preside Over Regulation - 9

Normally, the meeting of the Academic Council shall be presided over by the Director General. However, in absence of the Director General the person who has been given the charge of the office of Director General shall preside over the meeting or in case when Director General is unable to attend the meeting the Board may decide any member from those present to preside the meeting.

Minutes

Regulation-10

The decision of the Academic Council shall be recorded in the form of resolution only and shall not contain the deliberations and the discussions. However, any dissent specially requested by the member for being so recorded. The minutes of the meeting shall be circulated after approval of the Chairman to the members of the Academic Council ordinarily within 10 or 15 working days.

Regulation - 11

The Registrar shall submit the draft minutes to the Chairman for his approval and on approval of the minutes; the Registrar shall initiate the action as per the resolution of the Board. The action taken as per the resolution shall be reported to the Academic Council as far as possible in its next meeting.

Quorum Regulation -12

Not less than half the members of the Academic Council shall constitute the quorum for a meeting of the Academic Council and all questions shall be decided by the majority of votes of the members present.. The chairman, in case of equality of votes, shall have a second or casting vote. When a meeting is adjourned for want of quorum, the presence of four members shall be necessary at the subsequent meeting.

Finance Committee

Meeting Regulation - 13

The Finance Committee will ordinarily meet at least twice in a year and at other times when convened by the Director General or in his absence by the person who has been given the charge of the office of the Director General.

Notice Regulation - 14

The Registrar shall issue a notice of the meeting at least 8 clear days before the date of the meeting. The Registrar shall also send an agenda of the meeting to the members' at least 3 days prior to the date of the meeting. Provided that, in case of emergency, notice of the meeting shall be 24 hours. Provided, further that, in case of

any emergency, the item which is not included in the agenda may be taken up for consideration with the approval of the Chairman of the meeting.

Preside Over Regulation — 15

Normally, the Director General of the University shall preside over at the meeting. However, in absence of the Director General the person who has been given the charge of the office of Director General shall preside over the meeting or in case when Director General is unable to attend the meeting, the board may decide any member from those present to preside the meeting.

Minutes Regulation-16

The decision of the Finance Committee shall be recorded in the form of resolution only and shall not contain the deliberations and the discussions. However, any dissent specially requested by the member for being so recorded shall be recorded. The minutes of the meeting shall be circulated after approval of the Chairman to the members of the Finance Committee ordinarily within 10 or 15 working days.

Resolution-17

The Registrar shall submit the draft minutes to the Chairman for his approval and on approval of the minutes; the Registrar shall initiate the action as per the resolution of the Board. The action taken as per the resolution shall be reported to the Finance Committee as far as possible in its next meeting.

Quorum Regulation — 18

Not less than 3 members of the Finance

Committee shall constitute the quorum for a meeting of the Finance Committee and all questions shall be decided by majority of votes of the members present. The Chairman, in case of equality of votes, will have or shall have a second or casting vote. When a meeting is adjourned for want of quorum, the presence of four members shall be necessary at the next subsequent meeting.

Procedure for the meetings of the Faculty, Board of Studies, Committees and Councils etc, other than Board of Governors, Academic Council and Finance Committee:

Meeting

Regulation -19

Any Board of Committee or Council duly constituted under the regulation shall meet at least twice in an Academic year and at other time when convened by the Chairman of the respective Board or the Committee.

Notice

Regulation - 20

The Member Secretary shall issue a notice of the meeting at least 10 or 15 clear days before the date of the meeting. He shall send agenda of the meeting to the members' at least 4/6 days prior to the date of the meeting. Provided that, in case of emergency, the period of notice of the meeting shall be waived by the Chairman. Provided further that, in case of any emergency, the item, which is not included in the agenda, may be taken up for consideration with the approval of the Chairman.

Regulation-21

The term of office of non-official member shall be for three years.

Regulation - 22

All decisions in the meetings of the Boards / Committees / Councils shall be by majority of votes and the Chairman shall have second or casting vote in case of equality. In absence of the regular Chairman, one of the member of the Board of Governor, if appointed as a . member on the committee or board or council shall preside over otherwise senior most member of the respective board or committee or ^ council shall preside over the meeting.

Quorum

Resolution 23

Half the members of the Board / Committee/ Council shall constitute the quorum for the transaction of the business. In case of a meeting adjourned for want of quorum, the presence of four members shall be necessary.

Minutes

Resolution 24

The decision of the Board / Committee / Council shall be recorded in the form of resolutions only and shall not contain deliberations and discussions. However, on any issue, a dissent specifically requested by the member or being so recorded shall be recorded.

Regulation - 25

The minutes of the meeting shall be circulated to the members within reasonable time from the date of the meeting by the Member Secretary.

Supplementary provision for Academic Council, Finance Committee and other committees / Boards and Councils etc:

Resolution – 26

A member other than ex-officio may resign by writing under his signature to the Director General, registrar or any other officer of the University, and the person shall cease to be a member upon his resignation being accepted by the Director General.

Resolution - 27

The member other than ex-officio remaining absent without prior permission of the Director General for three consecutive ordinary meetings can be asked to vacate his membership and from the date of issuance of the aid letter, he shall cease to be a member of the said committee, council etc.

Resolution – 28

When any vacancy occurs in the office of a member before expiry of the term of the office of such member, such vacancy shall be filled in as soon as conveniently and such member shall hold office so long only as the member in whose place he has been nominated to have held it if the vacancy had not occurred. Provided further that, no Act or proceedings of any board or committee or council shall be invalidated.

Resolution – 29

In any emergency where the action is required to be taken on urgent basis and

when the approval of concerned Authority, Faculty, Board, Council, Committee is required then the proposed decision in form of resolution may be circulated to all members of the concerned body and on the signatures of all members, the resolution shall be implemented forthwith.

Regulation for Commencement of Short Term Courses under different faculties of GFSU:

Regulations for running Short Term Training Programme leading to certificate under different disciplines of the University are as under:

- R.STCP-1** The Director General depending on the needs of the society on the concerned field shall institute the Short Term Training Programmes leading to the certificate courses from time to time.
- R.STCP-2** The Director General will decide the fee structure of such courses in such a way that the course is run on self-dependent basis.
- R.STCP-3** To run such courses, he shall also have collaboration or linkages with any education or other institutions or industry whose object is wholly or partly similar to those of the University and enter into the memorandum of understanding.
- R.STCP-4** The Director General shall also decide the mode of prescribing the course curricula, method of teaching and general rules including requirements of attendance etc., and evaluation system depending on the nature of Short Term Course.
- R.STCP-5** On satisfactory completion of such course and meeting with all the academic

requirements as prescribed; a Certificate will be issued by the Director of the Institution concerned.

R.STCP-6 In any matters relating to such courses not covered above, the decision of the Director General shall be final.

Regulations for Board of Studies

BR-1) There shall be a Board of Studies in each of the discipline / subject or a group of allied disciplines / subject mentioned below.

BR-2) Each board for the Faculty shall consist of the following members:

1. Head of the Department- Chairman
2. All Professors in the Departments.
3. One faculty (teacher) from each major areas within the concerned department to be nominated by the Director by rotation subject to minimum 3 and maximum 7. These members shall be other than professor.
4. Not more than three experts to be nominated by the Director General.

BR-3) The functions of the Board of Studies shall be:

1. To recommend courses of studies, teaching and examinations scheme in their respective subject.
2. To Prepare and revise the syllabus of the courses.
3. Prepare panel of paper setters and examiners for the semester-end examination.
4. To advise on all matters relating to their respective subjects referred to them by the

faculty or by the council or Academic Council.

5. To recommend books and reading materials for subjects concerned.

Every meeting of the board of studies shall be convened by its chairman or on the direction of the Dean of the faculty concerned.

BR-4) Whenever necessary, the joint meetings of the Board of Studies / Academic Activities / Area Committees comprised in a particular faculty for a particular issue may be called by the Dean of the faculty concerned.

BR-5) Medium of Instructions:
Unless and otherwise provided, the medium of instructions for all the courses to be conducted under the University shall be English.

BR-6) The Academic Council shall approve the teaching and examination scheme, syllabus and all relevant academic matters related to this including modifications, additions, deletions etc., on the recommendation of the respective faculties.

Regulations for Constitution of faculties:

Regulations for Constitution of Faculties, Board of Studies, Meeting of Institutions etc.

(as required under Section 10 of GFSU Act, 2008)

FR-1) The Gujarat Forensic Sciences University shall include the faculties of:

1. Faculty of Forensic Science
2. Faculty of Science
3. Faculty of Behavioral Science

4. Faculty of Psychology
5. Faculty of Neuroscience
6. Faculty of Technology and Engineering
7. Faculty of Management
8. Faculty of Pharmacy
9. Faculty of Humanities and Law
10. Faculty of Medicine & Allied Sciences
11. Faculty of Computer Science & Technology
12. Faculty of Doctoral Studies and Research
13. Doctoral Studies & Research and such other faculties as may be prescribed from time to time.

FR-2)

The faculties *other than* the Faculty of Doctoral Studies & Research; shall consist of:

1. Dean of the Faculty concerned-Chairman
2. Head of the Institution concerned
3. All Chairmen of the Board of Studies under the Faculty. Or the Chairman / Convener of the Academic Activities / Area Committee concerned.
4. Upto two members to be nominated by the Director General from each Board of Studies
5. Upto two Technocrat / Academia to be nominated by the Director General in the Faculty.
6. Two members of the Academic Council to be nominated by the Director General.

FR-3)

The Faculty of Doctoral Studies & Research subject to the provisions of the Gujarat Forensic Sciences University Act shall have

following functions:

1. To exercise and recommend General regulations over the Academic Policy of the Faculty and it will be responsible for making recommendations to the Academic Council for the maintenance and improvement of Standards of Instructions Education and Evaluation within the Faculty.
2. To maintain co-ordination between different Board of Studies or Areas within the Faculty particularly in the matters relating to Examinations, teaching Scheme, Curriculum, etc.
3. To consider the recommendations of different Board of Studies / Academic Activities / Area Committees in the matter of syllabus, teaching, examination scheme etc. and to give final shape to it for the submission to the Academic Council.
4. To consider and report on any matter referred to the Academic Council.
5. To refer any matter to the Board of Studies / Academic Activities / Area Committees comprised within the faculty for consideration and report.

Academic Regulations for Admission, Eligibility Criteria & etc.

Definitions:

1. Act: Act means Act of the Gujarat Forensic Sciences University.
2. Courses: The courses mean the entire programme at the end of which the Students will get Degree or Diploma or Certificate.

Admission:

AR-1) Each candidate admitted to this University as a student for different courses shall have to pass the qualifying examinations prescribed for the respective courses in the University including such other test of fitness, if prescribed, for a particular course.

AR-2) After the expiry of one month from the date of commencement of any term/ semester / trimester as the case may be, no student seeking admission to this University shall be admitted to any Course of this University.

Provided, however, that if the Director of respective institute is satisfied that there was sufficient reason for delay on the part of the student seeking admission as aforesaid, he / she may admit the student to the institution notwithstanding anything contained after the expiry of one month, if he has a reason to believe that the student would be able to meet with the academic requirements.

Enrolment:

AR-3) The student admitted for the first time to any course run by this University shall also apply after admission for the enrolment certificate in the prescribed form along with prescribed fee.

AR-4) Eligibility Certificate

1. No student from other University or a Board of Secondary or Higher Secondary of outside Gujarat or any examining body seeking admission to any course of this University shall be admitted without eligibility certificate.
2. Such student shall apply in the prescribed form to the Registrar of

this University for a certificate of eligibility and shall submit the required documents including migration certificate or transfer certificate from the University or a Board or any examining body he / she intends to leave and shall at the same time pay the fee prescribed from time to time.

Provided, however, that-

- i. The Registrar may issue a provisional certificate of eligibility, if he / she is satisfied that the applicant is prima-facie eligible for admission to this University. Such certificate shall entitle a student for admission to this University on his / her own risk and on condition that he / she obtains a final certificate of eligibility before the closure of the first term / semester in which the student is provisionally admitted.
- ii. The issue of eligibility certificate does not give guarantee for admission to the respective course.
- iii. If the Director General is satisfied that the student admitted in a course is not in a position to provide provisional eligibility certificate before admission for no fault of his / her own, he / she may allow the student to attend the classes for the number of days which the Director General determines and on production of the provisional eligibility certificate direct that the said

eligibility certificate shall have retrospective effect from the date on which the student commenced to attend the course concern so that the days on which such student kept attendance before the issuance of the certificate can be taken into account;

3. If the Director General is satisfied that the delay on the part of the student to apply for final eligibility certificate was not due to fault of his / her own, he / she may condone such delay and grant reasonable extension for which the Director General will be the sole judge for the production of final eligibility certificate.

AR-4A) Migration Certificate:

On submission by the student, a certificate from the concerned Head of the Institution about the cancellation of his admission, no dues and the details about the punitive actions, if any, in original, along with the application in the prescribed Performs and with payment of prescribed fees, a Migration Certificate will be issued by the University.

AR-5) Equivalence of Examination:

The Academic Council shall have the powers on the recommendations to the Standing Committee of Equivalence of examination to grant recognition to examinations of other Universities and examining bodies on the merit of each individual case. The Academic Council shall also have the powers to declare any examination of this University.

- AR-6)** The Degree of all Statutory Universities shall be recognized as equivalent to the degree of this University for the purpose of admission to higher courses in this University subject to condition, that the duration of the course and the minimum eligibility criteria for admission to the respective course for respective degree programme is similar to that of this University.
- AR-7)** In case, any examination which is not listed out in the list of equivalent qualifying examinations which are approved by the Academic Council on the recommendation of the equivalence committee, then the Dean of the Faculty concerned shall satisfy himself about the merit of the case and recommend to the Director General for considering the said examination equivalent to our corresponding examination and on approval of the Director General, the provisional eligibility certificate shall be issued. Such decision, when taken, will be reported thereafter to the Academic Council through Equivalence Committee.
- AR-8)** In all cases in which recognition has been given to the examinations of other Universities and bodies as equivalent to the corresponding examinations of this University, such recognition shall be available only to those Universities and bodies which reciprocate with this University in the same manner and applicable only to such students as have attended regular course of studies as laid down for the examinations at a college affiliated to that university or included amongst its constituent colleges or at an institution recognized by the body concern.

AR-9) Equivalence Committee:

AR-9A) The committee on equivalence of examinations shall consist of following:

1. Director Research and Development
2. Dean of the Faculty concerned
3. Registrar
4. One Nominee of Director General
5. Head of Department / Senior Professor of the Institute.
6. Dy. Registrar (Examination) - Member Secretary

AR-9B) The function of the committee shall be as under:

1. To recommend to the Academic Council the examinations of other Universities and examining bodies that it considers equivalent to the corresponding examinations of this University.
2. To report to the Academic Council on all matters which were referred to it by the Academic Council.

AR-9C) The committee shall have powers to ask whatever information and documents, it thinks necessary, to arrive at a recommendation in the matter of equivalence of any examinations of any other University or body. If the relevant information and the documents are not supplied, the committee may recommend to the Academic Council whatever it thinks fit in the matter.

AR-10)

University Term:

The Academic year for each of the courses shall be divided into terms / semesters as may be decided in the scheme of teaching of the Faculty concerned.

AR-11)

Attendance:

The minimum attendance required for the different courses will be prescribed under the scheme of teaching and curriculum for each course / institution and the students shall attend for these prescribed numbers of days in the respective course / institutions.

However, the minimum attendance requirement in each course shall not in any case be less than 75% of the scheduled Classes / Practicals etc.

Notwithstanding anything contained above on account of bonafide illness or any other reason deemed sufficient by the Head of the Institution concern, such Head of the Institution can condone the attendance up to 10% in the course or courses. For beyond 10% in any genuine cases, the decision to condone the attendance will be taken by the Director General on merits.

AR-12)

Conduct of Examinations:

Unless and otherwise decided by the Director General, for- all semester / term-end examinations, the candidate has to apply in the prescribed form so notified by the University by the appointed time with prescribed fees to the Deputy Registrar (Examination), through the

Pleads of the Institutions.

AR-13)

Normally, the examination fees once paid shall not be refunded except in the circumstances and to the extent mentioned below:

- A. Where a candidate expires prior to the examination, the entire fee shall be refunded.
- B. Where a candidate is suddenly taken ill and prevented for appearing in the examinations and sends an application for refund supported by medical certificate so as to reach the Deputy Registrar (Examination) within three days after the commencement of the examination, one half of the fees shall be refunded.
- C. The refund claimed on any other ground shall be placed before the Director General who will decide the amount of refund.

AR-14)

When the Academic Council decides to incorporate major changes, the students, if they wish, in the existing courses of studies will be permitted to appear in two more examinations in succeeding years according to old course. Non-appearance in the examination shall be considered as an attempt. However, such of the students who do not opt to appear in the examinations with old course or who do not pass two examinations held shall be permitted to appear subsequently at the

examinations under new rules subject to the conditions laid down by the Dean of the Faculty.

AR-15)

No student who has passed an examination of this or any Statutory University shall be permitted to appear at the same examination of this University with the same subjects.

AR-16)

Malpractice / Unfair means at Examination:

1. Before, during or after the seasonal or term / semester-end examination, if it is found that a candidate is or has been guilty of:

i. Misconduct including misbehavior, committing acts of indiscipline, disobeying instructions of Examination officials, committing breach of any of the rules laid down for the proper conduct of the Examinations etc.

OR

ii. Copying or having attempted to copy or using or

attempting to use other unfair means at the examination – shall be liable for punishment.

2. In case involving misconduct, the candidate concerned be forthwith expelled with the approval of the Senior Supervisor or an Officer in Charge of the conduct of Examination or by Heads of the Institution concerned from the Examination hall and the matter describing the incident will be reported to the Deputy Registrar (Examination).

3. In cases involving malpractice, the Senior Supervisor or an Officer in Charge of the conduct of examination shall seize the answer books and all incriminating material / evidence from the candidate, and then obtain a written statement, duly signed by the candidate. Senior Supervisor or Officer in Charge will then issue a new answer book and allow the student to

continue to write his answers from the remaining period of that examination. The matter shall also be reported to the Deputy Registrar (Examination) with all relevant documents on the same day.

4. The candidate reported as then, will be allowed to appear in subsequent examinations of that session. However, in case the same candidate is again found guilty of indulging in misconduct or malpractice during any of the subsequent examinations of that session, he will be expelled from all remaining examinations of that session after taking appropriate action for the second act of misconduct / malpractice.

5. The cases of impersonification, violence or intimidation involving outsiders shall immediately be reported to the senior Supervisor or the Officer in Charge and action as per

the concern law including filing a police complaint will be taken.

6. Examiners, who detect or suspect cases of copying or use of unfair means in examination, shall immediately report such cases to the Deputy Registrar (Examination).

7. The Deputy Registrar (Examination) will make a full report about each case to the Examination Reforms Committee.

8. The Examination Reforms Committee to be appointed by the Director General will determine its own procedure of inquiry in each case and after necessary investigation committee will submit a detailed report to the Head of the Institution along with recommended punishment and the concern Head of the Institution will issue the necessary order of punishment. The order of punishment, which amounts to debarring the student for the period of more than one

academic year, will be issued with the approval of the Director General.

9. The punishment in each case would depend upon the circumstances of that case. The examination Reforms Committee may evolve certain general guidelines for specifying punishments for different types of using unfair means / malpractices. As far as possible, the Examination Reforms Committee should follow these guidelines.

However in peculiar cases, which cannot be covered under the guidelines can be dealt with judiciously but firmly to preserve the integrity of the system of Examinations.

AR-17) The Head of the Institutions shall have powers to exclude any candidate from any examination on being satisfied that he is suffering from an infectious or contagious disease. Whenever any candidate is excluded, the fee paid by him to the University shall be refunded to him.

AR 17A) The Director General may allow the students to appear in the Examination provisionally under the following circumstances:

a. In case of any disciplinary action pending against the student,

b. In case of the student has pending major components of the evaluation of any requirement, which he is supposed to complete before Term End Examination,

c. When the student has fallen short of minimum requirement of attendance and he / she has requested to condone the absence to the competent authority at the end of term and the said request is under consideration.

Provided further that in case the final conclusions on the above items are not arrived at due to some genuine reasons even at the time of declaration of results, then the result of the student concerned may be withheld with the approval of the Director General.

AR-18) Within two weeks from the date of the commencement of each academic term / semester, each faculty shall prepare and publish a schedule of examinations - both sessional and term-end for each and every course conducted under it.

AR-19) Declaration of Result:

The University through each institution / faculty shall strive to declare the result of every semester / term end examinations conducted by it within 15 working days from the date of the completion of the examinations and shall in any case declare the result latest within 30 working days thereof.

Provided, however, that in case the University is unable to follow the schedule of examinations including declaration of result as provided in this section, due to reasons and circumstances beyond its control itself, as soon as possible submit report to the Director General incorporating the detailed reasons for making a departure from the published schedule.

Provided, further that so far as the sessional / internal examinations are concerned, the Dean concerned will see that the results of such examinations are declared within 15 working days from the completion of the examination and send the consolidated result to the examination section of the University within one week after the declaration of the result.

AR-20) No candidate shall be eligible for any of the scholarship, medals or prizes to be awarded who has his deficiency of marks / grade of the Head or Heads of the examinations condoned or graced under the rules laid down in this behalf.

AR-21) Subject to norms prescribed under Academic Regulations by the different Faculties and approved by the Academic Council, failure to pass an examination will not disqualify the candidate for presenting himself on a subsequent occasion on a new application being forwarded

and a fresh fees is paid.

- AR-22)** At the end of each term / semester, a certificate of Academic Performance of that term / semester will be given to the students concern.
- AR-23)** In any case, where it is found that the result of the examination has been affected by an error, malpractice, fraud, improper conduct or other matter of whatsoever nature, the Director General, on recommendation of the Examination Committee as constituted under regulation AR-26, shall have power to amend such result in such manner as shall be in accordance with true position and to make such declarations as the examination committee shall consider necessary in that behalf provided that no result shall be amended after the expiry of 6 months from the date of publication of such result.
- AR-24)** In any case, where the result of an examination has been ascertained and published and it is found that such result has been affected by any malpractice, fraud or any other improper conduct whereby an examinee has benefited and that such examinee has in the opinion of the examination committee been partly or privy too or connive at such malpractice, fraud or improper conduct, the Director General shall have power on the recommendation of the Examination Committee at any time notwithstanding the issue of a certificate or the award of price or scholarship to amend the result of such examinee and to make such declaration as the examinations committee shall consider necessary in this behalf.
- AR-25)** There shall be an examination committee consisting of the following members who will examine the overall semester-end result before declaration of the same and will make appropriate recommendations to the Director General if detecting a glaring abnormal situation in the results, otherwise on the clearance from this committee the results can be declared by the Deputy Registrar (Examination).

- 1) Director General or his nominee
- 2) Dean of the Faculty Concerned
- 3) One Professor
- 4) Registrar
- 5) One member of the Academic Council, nominated by the Director General
- 6) Dy. Registrar (Examination) - Member secretary

AR-26) Every year a committee of the following members will be formed for each institutions / faculty for the purpose of drawing up the list of appointments of examiners and paper setters for the semester / term- end examinations from the panel of examiner / paper setters approved by the Board of Studies:

- 1) Director General or his nominee*
- 2) Dean of the Faculty Concerned – Chairman
- 3) Chairman of the Board of Studies / Area / Activity Committee
- 4) Two members of the Board of Studies / Area / Activity Committee to be nominated by the Dean concerned.
- 5) Dy. Registrar (Examination) – Secretary

*When the Director General is present then he will be the Chairman. Out of the lists prepared by this Committee and on the approval of the Dean of the Faculty concerned, the Deputy Registrar (Examination) will issue order of appointment to such examiners / paper setters. Notwithstanding anything contained above, the Director General in case of need may nominate one or two members in the above Committee, so also he shall have powers to alter, add, delete the names of the examiners / paper setters with record reasons.

AR-27) Once the appointment of paper setters for the respective / semester / term-end examinations are made, they will submit

two sets of the manuscripts of the question papers of the respective examinations and out of these sets, the Dean and the Registrar will pick up one and the same will be used for the purpose of these respective examinations.

AR-28) Subject to the norms prescribed in the Academic Regulations of the Faculty concern, in each term / semester and examinations and VIVA project etc., there will be a group of examiners from outside and the internal on 1:1 basis. The result of VIVA or practical examination finalized at the end of the day of examination, shall be submitted to the Deputy Registrar (Examination) on the same day in sealed cover duly signed by the examiners and when the final grades are to be decided, the Deputy Registrar (Examination) will hand over such sealed envelope to the convener concerned who will with the help of other examiners finalize such grade etc., in the premises of the University itself.

AR-29) Every year in the beginning of the Academic semester in the first meeting of the Board of Studies wherever it exists otherwise in the faculty board, the question papers drawn shall be submitted for the purpose of assessment of quality of the same.

AR-30) Verification of Marks:

After the declaration of result of the term / semester end examinations as well as the sessional / internal test examinations, if any student has any grievance about the marks / grades obtained, he may apply in the prescribed proforma to the Deputy Registrar (Examination) of the University within a week's time with the fees prescribed for the verification of marks and the said verification will be completed within 8 working days from the date of the

receipt of application and convey the final outcome of the verification to the student concerned. These verifications includes following:

- i) Whether all questions attempted by the candidate have been assessed and this assessment is included in the overall performance sheet of the candidate for assigning grade,
- ii) Whether there is a totaling / calculation mistake in marks / grade.

AR-31) Award of Semester Grade Report and Degree:

1. Student passing the Degree / Diploma programme in which they are registered will become entitled to the award of a Degree / Diploma in the respective programme, in the form of a Certificate.

2. Student will also be given a Semester Grade Report at the end of each term and a consolidated Semester Grade Report at the completion of their Degree / Diploma Programme. The semester Grade Report will show course wise performance of the candidate, Progressive Grade Point Index (PPI) and Cumulative Grade Point Index (CPI) as applicable.

AR-32) Fees:

The fees to be charged for different certificates / services etc., shall be decided by the Director General on the recommendations of the Committee to be constituted by him from time to time.

AR-32A) The Director General shall decide the fee structure of different courses to be taught under the Gujarat Forensic Sciences University on the recommendations of the

Committee constituted for the purpose by him from time to time and the same shall be reported to the Board of Governors in its next meeting.

Regulations governing appointment of the fixed pay employee on contract basis:

https://financedepartment.gujarat.gov.in/Documents/Z_2009_28-Mar-2016_69.PDF

https://financedepartment.gujarat.gov.in/Documents/Z_2081_18-Jan-2017_778.PDF

https://financedepartment.gujarat.gov.in/Documents/Z_1956_16-Feb-2006_440.PDF

Regulations for Awarding Degrees & Diplomas:

RCD1. Under the Gujarat Forensic Sciences University, the following Faculties are instituted:

1. Faculty of Forensic Science
2. Faculty of Science
3. Faculty of Behavioral Science
4. Faculty of Psychology
5. Faculty of Neuro Science
6. Faculty of Technology and Engineering
7. Faculty of Management
8. Faculty of Pharmacy
9. Faculty of Humanities and Law
10. Faculty of Medicine and Allied Sciences
11. Faculty of Doctoral Studies and Research
12. Faculty of Computer Science & Technology

RCD2. The following Degrees, Diplomas and Certificate courses are instituted under the different faculties (RCD1) which shall be granted to such persons who have undergone the prescribed courses at any institution of the Faculties concerned or Institution recognized by the Gujarat Forensic Sciences University and have passed the qualifying Examinations for the same in accordance with the regulations of

the University prescribed.

1. D.Litt.
2. D.Sc. (Doctor of Science)
3. PhD. (Doctor of Philosophy)
4. M.Sc. (Master of Science)
5. Post Graduate Diploma
6. M.Phil.
7. D.Phil.
8. M.S.
9. M.D.

RCD3. Every person shall be eligible on payment of a prescribed fee for the respective Degree or Diploma for which he is declared qualified and who meets with academic requirements prescribed for a respective Degree or Diploma of the University.

RCD4. The Board of Governors may on the recommendations of the Academic Council confer such degrees, diplomas and other academic distinctions as prescribed in the regulations from time to time.

RCD5. Ordinarily the degrees will be awarded in one or more convocation to be held on the date and time prescribed by the Director General with the approval of the Board. Such degrees can be awarded in the convocation either in person or in absentia.

Provided, however, that on completion of all the academic requirements prescribed for the degree or diploma, an ordinary passing certificate but not the degree shall be issued in the reasonable time after the final results are declared.

Notwithstanding anything contained above, the Director General of the University may award the degrees or diplomas irrespective of the fact

whether the convocation is held or not subject to the fulfillment of the procedures prescribed in RCD2 and RCD3.

RCD6.

The procedures to be conducted during the convocation will be decided by the Director General with the approval of the Board.

Regulations for Faculty of Doctoral Studies and Research:

RRD-1

Faculty of Doctoral Studies and Research:

1.1) For the Doctoral and Post Doctoral Degree and the Collaborative Research Programmes, there shall be Faculty of Doctoral Studies and Research Development consisting of the following members:

- i. Director General - ex-officio Chairman
- ii. Deans of the Faculties
- iii. Directors of the Institutes
- iv. Four Renowned Scientists / Industrialist / Academicians in their specialized field to be nominated by the Director General
- v. Three recognized Ph. D. teachers from different Faculties to be nominated by the

- Director General
- vi. One member of the Academic Council to be nominated by the Director General
- vii. Director, Research and Development -Member Secretary

RRD-2 The term of office of the members of the Faculty other than ex-officio members shall be three years;

Provided that a person shall cease to be a member of the Council on his ceasing to hold the office by virtue of which he / she is such a member.

RRD-3 The Faculty of Doctoral Studies and Research shall have following functions:

- i. To formulate and maintain the standards of Doctoral and Post Doctoral Programmes of the University.
- ii. To advise the Academic Council regarding any trends and any other developments in Doctoral Studies and research in different fields.
- iii. To make recommendations regarding the admission to, and evaluation of research degrees from time to time
- iv. To make recommendations regarding the regulations of Ph. D. degrees
- v. To suggest Panel of names of examiners for research thesis
- vi. To make any other recommendation regarding organization, co-ordination and

GFSU

NAAC Accredited 'A' Grade



Gujarat Forensic
Sciences University
Knowledge | Wisdom | Fulfilment

Year 2020

improvement of Doctoral
Studies and Research in the
University as a whole.

Manual VI

Section 4(1)(b)(vi): A statement of the categories of the documents that are held by it or under its control.

- i. Act
- ii. Account Rules
- iii. Annual Accounts
- iv. Cash Book
- v. Cheque Register
- vi. Receipt Book

Manual VII

Section 4(1)(b)(vii): 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.

All decisions are taken in accordance with the University Act.

Manual VIII

Section 4(1)(b)(viii): A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted by the University 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.

Board of Governors: As per Section 12, 13 & 14 of the GFSU Act

Academic Council: As per Section 16 & 17 of the GFSU Act

Finance Committee: As per Section 18 & 19 of GFSU Act

Meetings are not open to public.

The minutes of the meeting of these committees are meant to assist the competent authority in making its decision. Certain meetings cover confidential details. Hence, those can be availed subject to the provisions of the Act.

Manual IX**Section 4 (1)(b)(ix):A Directory of University's Officers and Employees.**

Dr. J. M. Vyas – Director General		
1	Shri C. D. Jadeja	Registrar
2	Dr. S. O. Junare	Director – Training & i/c Director – IFS
3	Brig. (Dr.) K.K.Tripathi	Officer on Special Duty & i/c Director, IBS
4	Dr. P. Maity	I/c Director-IRD
5	Dr. N. K. Chaudhary	Professor(Cyber Security) & I/c Head- International Affairs
6	Air Cmde K. R. Thaakar (Retd.)	Senior Faculty Member
7	Air Cmde R. N. Gaekwad (Retd.)	Officer on Special Duty(OSD)
8	Shri R.N.Guna	Deputy Director (Training)
9	Shri Nilesh Trivedi	Dy. Registrar – Admin
10	Dr. D. D. Bhagat	Dy. Registrar – Exam
11	Shri V. H. Patel	Dy. Registrar – Coordination
12	Shri A. P. Patel	Dy. Registrar – Store & Purchase
13	Shri G. D. Vora	Officer on Special Duty (Student Affairs and Campus Development)
14	Shri U. D. Rana	Assistant Librarian
15	Ms. K. M. Pandya	Assistant Registrar (Academic & Legal)
16	Shri M. I. Joshi	Accounts Officer
17	Shri N. V. Panchal	Administrative Officer
18	Smt N. D. Khuddhara	Senior Clerk
19	Shri K.M.Vyas	Senior Campus Engineer
20	Shri K. D.Shah	Public Relation Officer
21	Shri R. J. Jhala	Security Officer
22	Shri P. J. Solanki	Purchase Assistant
23	Shri A. N. Raval	PA to Director General
24	Shri S. A. Vyas	Photographer
25	Dr. A. J. Vaghela	Visiting Doctor
26	Shri N. P. Dave	Stenographer(Grade-II)-cum-Personal Assistant
27	Smt. Y. C. Dave	Stenographer(Grade-II)-cum-Personal Assistant
28	Smt. D. J. Nagar	Sub Accountant/Auditor

29	Shri C. K. Prajapati	Sub Accountant/Auditor
30	Shri D. A. Prajapati	Computer Programmer
31	Shri S. S. Kumar	Scientific Officer (Ballistics)
32	Shri A. A. Parmar	Scientific Assistant (Ballistics)
33	Shri D. M. Vaghani	Sr. Assistant Store Purchase
34	Smt. P. M. Gohil	Sr. Assistant Store Purchase
35	Shri D. H. Patel	Training & Placement Assistant
36	Shri A. A. Bhardwaj	Clerk
37	Shri P. J. Parmar	Clerk
38	Shri N. C. Kariya	Clerk
39	Smt. P. A. Joshi	Clerk
40	Shri D. B. Bihola	Clerk
41	Smt. H. V. Patel	Clerk
42	Shri N. D. Asoda	Clerk
43	Shri R. R. Chaudhari	Clerk
44	Smt. S. B. Chandel	Clerk
45	Shri S. L. Jaganiya	Driver
46	Shri K. K. Vaghela	Driver
47	Shri N. M. Rathod	Driver
48	Shri V. N. Yadav	Driver
49	Shri K. P. Doriya	Driver
50	Shri N. K. Parmar	Peon
51	Shri A. V. Rathod	Peon cum Lab Attendant
52	Shri R. T. Desai	Peon cum Lab Attendant
53	Shri B. B. Paradiya	Peon cum Lab Attendant
54	Shri A. T. Gadhavi	Peon cum Lab Attendant
55	Shri C. K. Vaghela	Peon cum Lab Attendant
56	Shri V. D. Dutt	Peon cum Lab Attendant
57	Shri K. N. Goswami	Peon cum Lab Attendant
58	Shri N. D. Patni	Peon cum Lab Attendant
59	Smt. D. A. Bodar	Peon cum Lab Attendant
60	Shri B. D. Chavda	Peon cum Lab Attendant
61	Shri R. G. Patel	Peon cum Lab Attendant
62	Shri R. J. Gohil	Peon cum Lab Attendant
63	Shri J. D. Vaghela	Peon cum Lab Attendant
64	Shri R. N. Dagra	Peon cum Lab Attendant

List of the Teaching Staff:

Sr. No	Name	Particular
1	Dr. S.O.Junare	Senior Professor
2	Dr. Naveen Kumar Chaudhary	Professor
3	Dr. Satish Kumar	Associate Professor
4	Dr. Rakhi Agarwal	Associate professor
5	Dr. Parag Rughani	Associate Professor
6	Dr. P. Maity	Associate Professor
7	Dr. Deepak Rawtani	Associate Professor
8	Dr. Rajesh Babu	Associate Professor
9	Dr. Astha Pandey	Associate Professor
10	Dr. Pooja Ahuja	Associate Professor
11	Dr. Haresh Barot	Associate Professor
12	Dr. Smita Pandey	Associate Professor
13	Dr. Digvijaysinh Rathod	Associate Professor
14	Dr. Prajesh Prajapati	Assistant Professor
15	Mr. Jasmin Kubawat	Assistant Professor
16	Dr. Harshad Patel	Assistant Professor
17	Mr. Nilay Mistry	Assistant Professor
18	Dr. Surbhi Mathur	Assistant Professor
19	Dr. Biswajit Dey	Assistant Professor
20	Dr. ProshantoSaha	Assistant Professor
21	Dr. Priyanka Kacker	Assistant Professor
22	Dr. Bhargav C. Patel	Assistant Professor
23	Dr. Jayrajsinh Sarvaiya	Assistant Professor
24	Dr. Merool Vakil	Assistant Professor
25	Dr. Krishna Kumar Mishra	Assistant Professor
26	Dr. Ravikesh Tripathi	Assistant Professor
27	Dr. Nandita Chaube	Assistant Professor
28	Mr. Dharmesh D. Dave	Assistant Professor
29	Dr. Dhvani Patel	Assistant Professor
30	Dr. Abraham Johnson	Assistant Professor
31	Ms. Priyanka Samuel	Assistant Professor
32	Dr. Hemen Dave	Assistant Professor
33	Ms. Pooja Sharma Nath	Assistant Professor
34	Dr. Kalgı Shah	Assistant Professor

35	Dr. Mahesh Vasava	Assistant Professor
36	Dr. Malay Shukla	Assistant Professor
37	Dr. Hardi S. Mendpara	Assistant Professor
38	Mr. Sarang D. Rajvansh	Assistant Professor
39	Mr. Prakash J. Khasor	Assistant Professor
40	Mr. Nilesh C. Panchal	Assistant Professor
41	Mr. Pratik Patel	Assistant Professor
42	J.F.Mansuri	Senior Faculty Member
43	Bharat D. Lakhtariya	Adjunct Faculty
44	Ms. Vandana Potturaju	Assistant Professor
45	Mr. Keval K. Pandya	Assistant Professor
46	Mr. Raihan Patel	Assistant Professor
47	Dr. Akanksha Singh Kacchawaha	Assistant Professor
48	Dr. Niha Ansari	Assistant Professor
49	Dr. Ashwini Pandit	Assistant Professor
50	Mr. Ramya T. Shah	Assistant Professor
51	Ms. Aanika Neel	Assistant Professor
52	Ms. Himayu Pawar	Assistant Professor
53	Mr. Neelkant Varma	Assistant Professor
54	Ms. Rosari Naveena S.	Assistant Professor
55	Mr. Vishalkumar Parmar	Assistant Professor
56	Ms. Krupa S. Nishar	Assistant Professor

List of visiting faculty members is provided on the University website.

Manual X

Section 4(1)(b)(x): Monthly remuneration received by the University's Officers / Employees as provided in its regulation.

Sr. No.	Name	Designation	Remuneration (as per 7 th CPC Level) + other admissible allowances as per Government norms
1	Dr. J.M.Vyas	Director General	Rs. 75,000/- minus pension as per Government norms.
2	Dr. S. O. Junare	Director – Training & I/c Director – IFS	182200 (Level 15)
3	Shri C. D. Jadeja	Registrar	162300 (Level 14)
4	Brig. (Dr.) K. K. Tripathi	Officer on Special Duty & i/c Director – IBS	98850/- Fix
5	Air Cmde R. N. Gaekwad (Retd.)	Officer on Special Duty(OSD)	90000/- Fix
6	Shri R.N.Guna	Deputy Director (Training)	40000/- Fix
7	Shri Nilesh Trivedi	Dy. Registrar - Admin	45000/- Fix
8	Dr. D. D. Bhagat	Deputy Registrar (Exam)	126800 (Level 13)
9	Shri V. H. Patel	Deputy Registrar- (Coordination)	40000/- Fix
10	Shri A.P. Patel	Deputy Registrar (Store & Purchase)	40000/- Fix
11	Shri G. D. Vora	Officer on Special Duty (Student Affairs & Campus Development)	30000/- Fix
12	Shri U. D. Rana	Assistant Librarian	40000/- Fix
13	Ms. K. M. Pandya	Assistant Registrar - (Academic & Legal)	59500 (Level 10)
14	Shri M. I.Joshi	Accounts Officer	40000/- Fix

15	Shri N. V. Panchal	Administrative Officer	25000/- Fix
16	Smt N. D. Khuddhara	Senior Clerk	22000/- Fix
17	Shri K. M. Vyas	Senior Campus Engineer	60000/- Fix
18	Shri K. D. Shah	Public Relation Officer	30000/- Fix
19	Shri R. J. Jhala	Security Officer	27000/- Fix
20	Shri P. J. Solanki	Purchase Assistant	18000/- Fix
21	Shri A. N. Raval	PA to Director General	25000/- Fix
22	Shri S. A. Vyas	Photographer	25000/- Fix
23	Dr. A. J. Vaghela	Visiting Doctor	20000/- Fix
24	Shri N. P. Dave	Stenographer(Grade-II)-cum-Personal Assistant	26300 (Level 4)
25	Smt. Y. C. Dave	Stenographer(Grade-II)-cum-Personal Assistant	26300 (Level 4)
26	Smt. D. J. Nagar	Sub Accountant/Auditor	31340 Fix (Level 5)
27	Shri C. K. Prajapati	Sub Accountant/Auditor	31340 Fix (Level 5)
28	Shri D. A. Prajapati	Computer Programmer	31340 Fix (Level 6)
29	Shri S. S. Kumar	Scientific Officer (Ballistics)	44900 (Level 7)
30	Shri A. A. Parmar	Scientific Assistant (Ballistics)	38090 Fix (Level 7)
31	Shri D. M. Vaghani	Sr. Assistant Store Purchase	31340 Fix (Level 5)
32	Smt. P. M. Gohil	Sr. Assistant Store Purchase	31340 Fix (Level 5)
33	Shri D. H. Patel	Training & Placement Assistant	31340 Fix (Level 5)
34	Shri A. A. Bhardwaj	Clerk	25500 (Level-4)
35	Shri P. J. Parmar	Clerk	25500 (Level-4)
36	Shri N. C. Kariya	Clerk	25500 (Level-4)

37	Smt. P. A. Joshi	Clerk	25500 (Level-4)
38	Shri D. B. Bihola	Clerk	25500 (Level-4)
39	Ms. H. V. Patel	Clerk	25500 (Level-4)
40	Shri N. D. Asoda	Clerk	25500 (Level-4)
41	Shri R.R. Chaudhari	Clerk	25500 (Level-4)
42	Ms. S. B. Chandel	Clerk	25500 (Level-4)
43	Shri S. L. Jaganiya	Driver	19900 (Level-2)
44	Shri K. K. Vaghela	Driver	19900 (Level-2)
45	Shri N. M. Rathod	Driver	19900 (Level-2)
46	Shri V. N. Yadav	Driver	19900 (Level-2)
47	Shri K. P. Doriya	Driver	19900 (Level-2)
48	Shri N. K. Parmar	Peon	10000/- Fix
49	Shri A. V. Rathod	Peon cum Lab Attendant	14800 (Level-IS-1)
50	Shri R. T. Desai	Peon cum Lab Attendant	14800 (Level-IS-1)
51	Shri B. B. Paradiya	Peon cum Lab Attendant	14800 (Level-IS-1)
52	Shri A. T. Gadhavi	Peon cum Lab Attendant	14800 (Level-IS-1)
53	Shri C. K. Vaghela	Peon cum Lab Attendant	14800 (Level-IS-1)
54	Shri V. D. Dutt	Peon cum Lab Attendant	14800 (Level-IS-1)
55	Shri K.N. Goswami	Peon cum Lab Attendant	14800 (Level-IS-1)
56	Shri N. D. Patni	Peon cum Lab Attendant	14800 (Level-IS-1)
57	Smt. D. A. Bodar	Peon cum Lab Attendant	14800 (Level-IS-1)
58	Shri B. D. Chavda	Peon cum Lab Attendant	14800 (Level-IS-1)
59	Shri R. G. Patel	Peon cum Lab Attendant	14800 (Level-IS-1)
60	Shri R. J. Gohil	Peon cum Lab Attendant	14800

			(Level-IS-1)
61	Shri J. D. Vaghela	Peon cum Lab Attendant	14800 (Level-IS-1)
62	Shri R. N. Dagra	Peon cum Lab Attendant	14800 (Level-IS-1)

Monthly remuneration received by the teaching Staff

Sr. No	Designation	Pay-Scale as per 7th CPC + allowances as per Govt norms
1	Professor	144200 (Level 14)
2	Associate professor	131400 (Level 13A)
3	Assistant Professor	57700 (Level 10)

Manual XI

Section 4(1) (b)(xi):The budget allocated to each of University's agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

Income/Expenditure Statement for the Financial Year 2018-19.

Sr No	Budget Head	Amount Rs. (In Lacs)
1	Income	2337
2	Expenses	2408
3	Deficit Funds to be transferred from the University Fund	71

Manual XII

Section 4(1)(b)(xii): The manner of executing of subsidiary programs including amounts allocated and the details and beneficiaries of the programs.

Not Applicable

Manual XIII

Section 4(1)(b)(xiii): Particulars of recipients of concessions, permits or authorization granted by the University.

Income Tax Concession to the Donors for this University as per the law applicable.

Manual XIV

Section 4(1)(b)(xiv): Details of information available or held by the University, reduced in electronic form

All important information, academic & administrative, is available on University's website: www.gfsu.edu.in

Manual XV

Section 4(1) (b)(xv): 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 & fourth Saturdays and Gazetted Holidays. The citizens can apply for obtaining information under the RTI Act with a prescribed fee of Rs. 20/- to the Public information Officer.

Manual XVI

Section 4(1) (b)(xvi): The name, designation and other particulars of the Public Information Officers.

Public Information Officer: Ms.K.M.Pandya,
Assistant Registrar
(Academic & Legal)

Contact: 079-23977102

Email: asst.registrar@gfsu.edu.in

First Appellate Authority: Shri C.D.Jadeja
Registrar, GFSU

Contact: 079-23977102

E-mail: registrar@gfsu.edu.in