



17 Point Pro-active Disclosure Under Section 4(1) (b) of RTI Act. 2005

S. No	Contents	Reply
1	Aims and objectives of the Organization	University College of Engineering and Technology (UCET) Bikaner is constituent college of Bikaner Technical University (BTU). Before becoming constituent college of BTU it was known as College of Engineering and Technology (CET). It was established in 2007, as an autonomous body of Govt. of Rajasthan. Bikaner Technical University was established in 2017 and soon after that UCET became its constituent college.
	Mission /Vision	<p>Vision-</p> <p>The department seeks to train students to become decision makers with social sensitivity, broad strategic vision, and capability of assuming higher corporate responsibility and marked degree of flexibility in interpersonal relations.</p> <p>Mission</p> <p>With competent faculties and innovative pedagogy, department strive to impart best knowledge in most conducive environment where budding managers can flourish to their full potential.</p> <p>To entrust Regular industry-academia interaction, expert lectures, industrial visits, working on live projects etc. that will enhance the business acumen of the students.</p>
	Brief History and background of its establishment.	<p>Department of Management studies was incepted in 2008. The department always strive to impart the Education which makes student skillful and develop them in a complete personality for the industry. The alumni of the department passed in these years are working in renowned organizations national wide.</p> <p>The Department offers Two 2 Years Fulltime Post Graduate Programs leading to the award of MBA degree (Master of Business Administration) spread over four semesters approved by AICTE and affiliated to Bikaner Technical University, Bikaner (BTU), with an intake capacity of 90 students per year in:</p> <ol style="list-style-type: none">1. MBA – Agri Business Management – 60 SEATS2. Masters of Business Administration (MBA) - 30 Seats3. Doctoral Programme (Ph. D.)
	Organization Chart	There are five regular faculty members in the department. Details of



	<p>each is available at</p> <p>http://cet-gov.ac.in/web/department/mba?ref=header#undefined3</p> <p>Other details of administration is available at</p> <p>https://www.btu.ac.in/home/saisupport//Images/Media/BTU-Act-29-2017.pdf</p>
Allocation of Business	Business entrusted to department by State government. / University from time to time.
Duties to be performed to achieve the Mission	<p>Program Educational Outcomes are:-</p> <p>The Programme transforms young men and women into competent professional managers The programme caters the needs of enterprises serving these sectors, both domestic and international. The programme builds sensitivity to domestic and international market needs span and the entire value chain.</p> <p>The programme specifically attempts to:-</p> <p>Equip the students with the requisite knowledge, skills and attitudes for managerial decision making and implementation in the unique context of industries and society.</p> <p>Encourage entrepreneurial capabilities in students to make them effective change agents in the business.</p> <p>Develop students' capabilities to become leaders and nurture in them a commitment for integrity, ethics and social purpose.</p> <p>Make the students professionally developed and enriched with ethical values in order to make them responsible citizen</p> <p>To provide students with conducive academic as well as social environment in which they can express their inherent abilities to pursue successful professional career</p>
Details of service rendered	The comprehensive course curriculum and intensive practical training enables students to take on the challenges of broad ranging roles in various departments across a wide spectrum of industries.
Citizen interaction	As enunciated in BTU Act. 2018 and the rules framed there under.
Postal Address of the main Office	<p>Department of Management Studies[MBA]</p> <p>Bikaner Technical University, University College of Engineering & Technology Campus, RIICO Karni Industrial Area, Pugal Road, Bikaner -334004</p>



DEPARTMENT OF MANAGEMENT STUDIES

	Map of Office Location	This department is functioning at the Bikaner Technical University, University College of Engineering & Technology Campus.
	Working Hour (both for office and public)	10 A.M to 5 P.M (both for office and public)
	Public Interaction, if any	Whenever required as per law.
	Grievance / Redress mechanism.	Registrar and Higher authorities as per BTU act.
2	Powers and Duties of Officer and employees (Section 4(1) (b)(ii))	The powers, functions and duties performed by the faculties and staff is as per BTU act. https://www.btu.ac.in/home/saisupport/Images/Media/BTU-Act-29-2017.pdf
3	Procedure followed in decision –making process (Section 4(1)(b)(iii))	The Hon'ble Vice chancellor, Registrar, FO, Deans, Principal and Head of the various departments are delegated with power to act as administrators of their respective field as per BTU act. https://www.btu.ac.in/home/saisupport/Images/Media/BTU-Act-29-2017.pdf
4	Norms set for the discharge of functions (Section 4(1)(b)(iv))	As per BTU act. https://www.btu.ac.in/home/saisupport/Images/Media/BTU-Act-29-2017.pdf
5	Rules, regulations, instructions, manuals and records for discharging functions (Section 4(1)(b)(v))	As per BTU act. https://www.btu.ac.in/home/saisupport/Images/Media/BTU-Act-29-2017.pdf
6	A statement of the categories of documents that are held by it for under its control (Section 4(1)(b)(vi))	Various administrative approvals and documents Stock registers Manual of laboratories Attendance & marks records Besides, different files and registers are maintained from time to time as per requirement.
7	Particular of any arrangement that exists	As per BTU act.



DEPARTMENT OF MANAGEMENT STUDIES

	for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation (Section 4(1)(b)(vii))	https://www.btu.ac.in/home/saisupport//Images/Media/BTU-Act-29-2017.pdf																		
8	A statement of Boards, council, committees and other bodies constituted (Section 4(1)(b)(viii))	Information is available at https://www.btu.ac.in/home/BOM-Academic-Council116 and as per BTU act. https://www.btu.ac.in/home/saisupport//Images/Media/BTU-Act-29-2017.pdf																		
9	Directory of Officers and employees (Section 4(1)(b)(ix))	The Directory of Officer and employees are as follows- <table border="1"><thead><tr><th>S. No</th><th>Name</th><th>Designation</th></tr></thead><tbody><tr><td>1.</td><td>Dr. Ruma Bhadauria</td><td>Assistant Professor & Head</td></tr><tr><td>2.</td><td>Dr. Hem Ahuja</td><td>Assistant Professor</td></tr><tr><td>3.</td><td>Dr. Alka Swami</td><td>Assistant Professor</td></tr><tr><td>4.</td><td>Dr. Mamta Sharma Pareek</td><td>Assistant Professor</td></tr><tr><td>5</td><td>Dr. Alok Acharya</td><td>Assistant Professor</td></tr></tbody></table>	S. No	Name	Designation	1.	Dr. Ruma Bhadauria	Assistant Professor & Head	2.	Dr. Hem Ahuja	Assistant Professor	3.	Dr. Alka Swami	Assistant Professor	4.	Dr. Mamta Sharma Pareek	Assistant Professor	5	Dr. Alok Acharya	Assistant Professor
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10	The monthly remuneration received by each of the officers and employees, including the system of compensation as provided in the regulations (Section 4(1)(b)(x))	The monthly remuneration received by the employees are as per the 6 th & 7 th Pay Commission issued by Govt.																		
11	The Budget allocated to each agency (Section 4(1)(b)(xi))	The Budget Allocation for this section is maintained at the Account section, UCET and governed by the FC of BTU.																		
12	The manner of execution of subsidy	No such information is available.																		



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	programme (Section 4(1)(b)(xii))	
13	Particulars of receipts of concessions, permits or authorizations granted (Section 4(1)(b)(xiii))	Such particulars are not maintained by department.
14	Information available in an electronic form	Most information related to this department and governing bodies are available at http://cet-gov.ac.in/ https://www.btu.ac.in/ Steps are being taken for availability of all information in electric form.
15	Particulars of facilities available to citizens for obtaining information (Section 4(1)(b)(xv))	Information are being supplied to the citizens through application under RTI Act. 2005 through the PIO, i.e Registrar, BTU.
16	Name designation and other particulars of public information officer (Section 4(1)(b)(xvi))	Public Information Officer / Registrar, BTU Bikaner Technical University, University College of Engineering & Technology Campus, RIICO Karni Industrial Area, Pugal Road, Bikaner -334004
17	Other information as may be prescribed, compiled, collected and provided in the form of manual from time to time	No such information is available.

Head of the department

Department of Management Studies [MBA]

Bikaner Technical University, Bikaner