

DEPARTMENT OF ECONOMICS, GUJARAT UNIVERSITY

Proactive Disclosure under Section 4(1)(b) of the RTI Act, 2005

MANUAL - 1:

1. OBJECTIVE/PURPOSE OF THE PUBLIC AUTHORITY:

To teach and guide the students for research admitted to the M.A. , M.Phil. and Ph.D. programs in various fields of Economics for final evaluation and examination.

2. MISSION/VISION STATEMENT OF THE PUBLIC AUTHORITY:

The mission of the Department of Economics is to impart value based education to the students enrolled in the Department. A strong endeavor is to develop all the latent abilities of the students so that they evolve into good citizens and become transformational professionals and academicians.

3. BRIEF HISTORY OF THE PUBLIC AUTHORITY AND THE CONTEXT OF ITS FORMATION:

Department of Economics was established in the University School of Social Sciences in June, 1954 with internationally well-known Economists Prof. B.R. Shenoy as its first Head, who was also Schools first Director. After Prof. B.R. Shenoy's exit in 1968, the Department also had well known economist Dr. D.T. Lakdawala (who later became Deputy Chairman of Planning Commission) for two and half years as its Head on an honorary basis when he was Director of Sardar Patel Institute of Economic and Social Research, Ahmedabad. During last 52 years of existence Department had several eminent academicians on its faculty, for example, Prof. H.N. Pathak, Prof. Rajendra Kumar, Prof. M.P. Bhatt, Prof. Jitendra Dholakia, Prof. M.S. Trivedi, Prof. J.I. Laliwala, Sri B.V. Buch (who later joined Indian Civil Services under IAS). Department is specialized in various areas of research in Economics such as Economic Policy, Agricultural and Rural and Industrial Development, Fiscal Policy Issues, Urban and Labour Problems and Environmental Economics.

4. DUTIES OF THE PUBLIC AUTHORITY:

The Department performs all the duties assigned to it from time to time by the University and as per the Rules and regulations of UGC. Its main duty is to provide teaching services and supervise research.

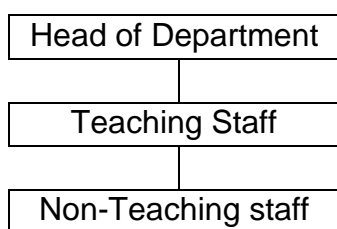
5. MAIN ACTIVITIES/FUNCTIONS OF THE PUBLIC AUTHORITY:

Teaching and research including the examination related work.

6. LIST OF SERVICES BEING PROVIDED BY THE PUBLIC AUTHORITY WITH A BRIEF WRITES UP ON THEM:

Economics Department is an academic department of the university. Its main service is teaching and research. It also provides counseling to the students regarding further studies and information about employment opportunities. The department also provides library services to the students enrolled in M.A., M.Phil, and Ph.D. programs.

7. ORGANIZATION OF DEPARTMENT OF ECONOMICS:



8. EXPECTATION OF THE PUBLIC AUTHORITY FROM THE PUBLIC FOR ENHANCING ITS EFFECTIVENESS AND EFFICIENCIES:

- It is expected that the public/students should inquire only after having a look at the website and the notice boards of the departments.
- It is also expected from the public that they should not ask the public authority to bypass any rules or regulations of the University.

9. ARRANGEMENTS AND METHODS MADE FOR SEEKING PUBLIC PARTICIPATION/CONTRIBUTION:

The office of the department can be contacted for any participation/contribution

10. MECHANISM AVAILABLE FOR MONITORING THE SERVICE DELAY AND PUBLIC GRIEVANCE RESOLUTION:

Normally the department tries to complete all the work as per schedule but if there is any grievance, then depending upon the nature of the grievance, the problem is addressed in an appropriate manner or it is communicated to higher authorities .

11. ADDRESS OF THE MAIN OFFICE AND OTHER OFFICES AT DIFFERENT LEVELS.

Registrar, Gujarat University, Navrangpura, Ahmedabad – 380 009.

12. MORNING HOURS OF THE OFFICE: 11:00 a.m. (Monday to Saturday.)

CLOSING HOURS OF THE OFFICE: Monday to Friday - 5.45 p.m.

Saturday - 2.00 p.m.

MANUAL - 2: THE POWERS AND DUTIES OF OFFICERS AND EMPLOYEES:-

| Sr No. | Name | Designation | Duties |
|--------|------------------------|---------------------|--|
| 1 | Dr. Hina Sidhu | Professor & Head | Teaching, Research, Academic activity and Administration |
| 2 | Dr. Pradeep Prajapati | Professor | Teaching, Research, Academic activity |
| 3 | Dr. Kartik M. Bhatt | Associate Professor | Teaching, Research, Academic activity |
| 4 | Dr. Sanjay R. Pardeshi | Associate Professor | Teaching, Research, Academic activity |
| 5 | Dr. Tarang Solanki | Associate Professor | Teaching, Research, Academic activity |

MANUAL-3: THE PROCEDURE FOLLOWED FOR DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.

(1) WHAT IS THE PROCEDURE FOLLOWED TO TAKE A DECISION FOR VARIOUS MATTERS? (A REFERENCE TO SECRETARIAT MANUAL AND RULE OF BUSINESS MANUAL AND OTHER RULES / REGULATIONS ETC CAN BE MADE)? WHAT ARE THE DOCUMENTED PROCEDURES/ LAID DOWN PROCEDURES / DEFINED CRITERIA / RULES TO ARRIVE AT A PARTICULAR DECISION FOR IMPORTANT MATTERS? WHAT ARE DIFFERENT LEVELS THROUGH WHICH A DECISION PROCESS MOVES?

Important decisions are taken according to the Rules, Regulations of the Gujarat University Acts and Statutes which are public documents. Teaching and examination related decisions are taken by the Head of department in consultation with faculty members.

(2) WHAT ARE THE ARRANGEMENTS TO COMMUNICATE THE DECISION TO THE PUBLIC?

Main University Office / Registrar Communicates the decision through Newspaper, notice board and/ website: <http://www.gujaratuniversity.ac.in>

(3) WHO ARE THE OFFICERS AT VARIOUS LEVELS WHOSE OPINIONS ARE SOUGHT FOR THE PROCESS OF DECISION MAKING?

As per the Gujarat University Act we seek opinion of Director, Registrar and Vice Chancellor.

(4) WHO IS THE FINAL AUTHORITY THAT VETS THE DECISION?

Senate, Executive Council, Academic Council

(5) PLEASE PROVIDE INFORMATION SEPARATELY IN THE FOLLOWING FORMAT FOR THE IMPORTANT MATTERS ON WHICH THE DECISION IS TAKEN BY THE PUBLIC AUTHORITY.

All the decisions are taken as per instruction of Registrar

MANUAL-4: THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS:-

Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.

| | |
|--|--|
| Name /Title of Document | P. G. Rules (Ordinance & Regulations) and Syllabi |
| Type of Document | Various rules and regulations for M.A., M. Phil. & Ph. D. programs |
| From where one can get a copy of rules, regulations, instruction, manual and record (If any) | Gujarat University Website and P. G. Section |
| Fee Charges by the department for a rules regulations, instruction, manual and record (If any) | Free |

MANUAL – 5: THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS:

While discharging functions we follow the Rules, Regulations, Instructions Manuals and Records communicated by the university and UGC from time to time. All records are maintained as per these guidelines.

MANUAL – 6: A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL:

Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at Secretariat level, directorate level, others (Please mention the level in place of writing “Others”).

| Sr. No. | Category of the Document | Name of the document & its introduction in online | Procedure to obtain the document | Held by / under control of |
|---------|---|---|--|-------------------------------|
| 1 | University Acts and Statutes | Gujarat University Handbook Part-A,B,C,D | Available free at Gujarat University Website | Registrar, Gujarat University |
| 2 | P. G. Rules (Ordinance & Regulations) and Syllabi | Ordinance & Regulations for M.A | -do- | -do- |
| 3 | M. Phil. Program | Rules, Regulations and M. Phil. Ordinances | -do- | -do- |
| 4 | Ph. D. Program | Rules, Regulations and Ph. D. Ordinances | -do- | -do- |

MANUAL-7: THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF:

Not Applicable

MANUAL – 8: A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN FOR THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC:

Not Applicable

MANUAL – 9: A DIRECTORY OF ITS OFFICERS AND EMPLOYEES.

| Sr.No. | Name | Designation | Telephone/Office |
|--------|------------------------|---------------------|------------------|
| 1 | Dr. Hina Sidhu | Professor & Head | 26302385 |
| 2 | Dr. Pradeep Prajapati | Professor | 26302385 |
| 3 | Dr. Kartik M. Bhatt | Associate Professor | 26302385 |
| 4 | Dr. Sanjay R. Pardeshi | Associate Professor | 26302385 |
| 5 | Dr. Tarang Solanki | Associate Professor | 26302385 |

MANUAL - 10: THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS:

Information available on Gujarat University Website:
<http://www.gujaratuniversity.ac.in>

MANUAL - 11: THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENT MADE:

Information available on Gujarat University Website:
<http://www.gujaratuniversity.ac.in>

MANUAL-12: THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED & THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES:

Female students get concessions in Tuition Fee and students from reserve category get Scholarship

MANUAL - 13: PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED BY IT:

Female students get concessions in Tuition Fee and all students get certificates and authorization to get Bus/Railway concessions.

MANUAL - 14: DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM:

Information available at Gujarat University Website:
<http://www.gujaratuniversity.ac.in/web/>

MANUAL - 15: THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE.

Only students of the department can use Department Library, University Library and reading room.

MANUAL - 16: THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS:

| Sr.No. | Name | Designation | Telephone/ Office | Email |
|--------|----------------|---------------------|----------------------|-----------------------|
| 1 | Dr. Hina Sidhu | Professor & Head | 26302385 | hinasidhu@yahoo.co.in |

MANUAL - 17: SUCH OTHER INFORMATION AS MAY BE PRESCRIBED; AND THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR:

Every year University publishes Annual Report wherein the Department related information can be obtained.