

## **LABOUR WELFARE DEPARTMENT, 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 admitted to the MLW and Ph.D. programs in various fields of Labour Welfare for final evaluation and examination.

##### **2. MISSION/VISION STATEMENT OF THE PUBLIC AUTHORITY**

###### **Vision**

**To provide socially relevant and high quality professional education in the field of Human Resource Development to a larger number of students from all sections of the society , to promote and facilitate research in this field and to build strong linkage with our alumni, industry and state as well as non state institutions for continuous improvement in our quality and outreach**

###### **Mission**

- **To facilitate the development of competent and committed professionals for practice, research and teaching in Labour Welfare and Human Resource Development field.**
- **To reach out to the larger community through extension and collaboration at the local, national and international levels.**

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

The department of Labour Welfare was established as part of school of social sciences to offer a unique interdisciplinary course of master of Labour welfare (MLW) in 1958. The MLW course is an interdisciplinary course, designed in such a way that it has inputs from various social sciences, Law and Management disciplines. It started as a Diploma programme & was soon structured and offered as a post Graduate professional Degree course. It is recognized by the Government of Gujarat as a valid course for the post of Labour welfare officers under The Factories Act, 1948.

##### **4. DUTIES OF THE PUBLIC AUTHORITY**

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

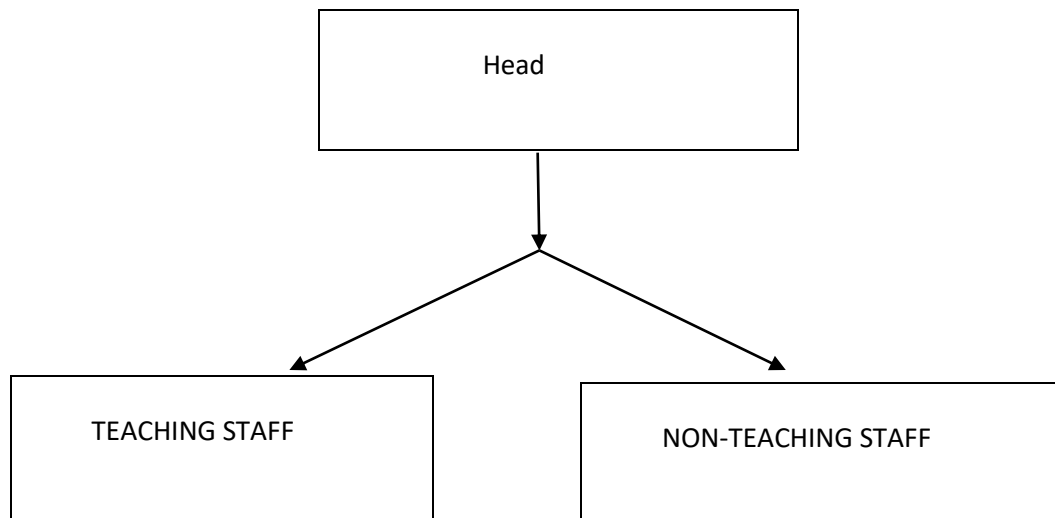
##### **5. MAIN ACTIVITIES / FUNCTIONS OF THE PUBLIC AUTHORITY**

Teaching and research including the examination related work.

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

The Department is an academic department of the university It provides the main service of 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 its various programs

##### **7. ORGANIZATION OF THE Department:**



**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 a 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:**

LABOUR WELFARE DEPARTMENT, UNIVERSITY SCHOOL OF SOCIAL SCIENCES, GUJARAT UNIVERSITY, NAVRANGPURA, AHMEDABAD 380009

**12. WORKING HOURS:**

MONDAY TO FRIDAY: 10.30 AM TO 4 PM FOR TEACHING, 10.30 AM TO 6 PM FOR OFFICE

FOR OFFICE SATURDAY : 10.30 AM TO 2 PM FOR TEACHING, 10.30 AM TO 2 PM FOR OFFICE

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

Sr. No.	NAME	DESIGNATION	DUTIES
1.	Dr.Rajasi Clerk	PROFESSOR & HEAD	Her academic duties include teaching and research while the administrative duties cover the whole administration of the Department; examination work.
2.	Dr. Sujatha Sony Onattu	PROFESSOR	Teaching, research and responsibility of internal assessment for all courses taught & Examination work.
3.	Dr. Alpa Mehta	ASSISTANT PROFESSOR	Teaching, research and responsibility of internal assessment for all courses taught & Examination work.
4.	Dr. Suhasini J Shastri	FIELD WORK ASSISTANT	Taking care of all kinds of practical field work activities like Institutional Visits ,Study Tours, Guidance in Minor Research Project and summer internship Training , Supervising and Guiding students for ngo training. Admission Procedure and Students Placement.

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

- (I) 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 the different levels through which a decision process moves?  
The important decisions are taken according to the rules and regulations of the University Acts and Statutes which are public documents. The day to day matters of running the School are decided by the HOD in consultation with faculty members and staff.
- (II) What are the arrangements to communicate the decision to the public?  
Direct Class room communication.
- Through notice board.
  - Gujarat University web site: [www.gujaratuniversity.org.in](http://www.gujaratuniversity.org.in)
  - Very important announcements are also done through news-papers.
- (III) Who are the officers at various levels whose opinions are sought for the process of decision making?

Director, Dean, Registrar, Pro-Vice Chancellor, Vice-Chancellor, members of statutory bodies like Board of Studies, Finance Committee, Academic Council, Executive Council and Senate as documented in Gujarat University Act.

**(IV) Who is the final authority that vets the decision?**

- Director – for matters related to day-to-day functioning of the School.
- Registrar, Pro-Vice Chancellor and Vice-Chancellor for policy matters.

**(V) Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.**

<b>Sr.No.1</b>	
Subject on which the decision is to be taken	Admission process
Guideline/direction if any	P.G. circulars directed through P.G.Section of the University
Process of Execution	Implementation through HOD
Designation of the officers involved in decision making	HOD and other faculty members
Contact information of above mentioned officers	Head,Department of Labour Welfare, School of Social Science , Gujarat University, Navrangpura, Ahmedabad Phone:079-26302385 E mail: usssofficeadmin@gmail.com

<b>Sr.No.2</b>	
Subject on which decision is to be taken	Utilization of money sanctioned for the department
Guideline/direction if any	The guidelines followed by the University are followed for granted as well as self-financed courses.
Process of Execution	The department prepares an annual budget which is passed by the University. Permission for expenditure to be made out of the budget allocation is obtained from relevant authorities of the university. Proposals are separately sent for utilization of grants and other major expenditure. Any expenditure is made only after due sanction from the University and as per the rules of the University. Generally all expenditure is pre-audited by the university.
Designation of the officers involved in decision making	HOD,Director and other higher authorities of the university such as Development Officer, Chief Accounts Officer, Registrar, Vice-Chancellor, Finance Committee and syndicate. Involvement of higher authorities comes in as per their

	sanctioning power.
Contact information of the above mentioned officers	As mentioned above and also available elsewhere.
Sr.No	
Subject on which the decision is to be taken	Assignment of teaching schedule
Guideline/direction	The whole teaching schedule is designed according to the Ordinances and regulations of the program.
Process of execution	Implementation through the HOD/Director
Designation of the officers involved in decision making	As mentioned above
Contact information of the above mentioned officer	As mentioned above

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

Please provide the 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 (Ordinances and Regulations) and syllabus
Type of document	Various rules and regulations for MLW. and Ph.D. program for grant in aid courses.
From where one can get a copy of rules, regulations, instructions, manual and record (if any)	Gujarat University website and P.G.Section
Fee charges by the department for the rules, regulations, instruction manual and record if any	As Per GU Rules

#### **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:**

For discharge of all functions related to the Department is done as per the rules and regulations, instructions and guidelines of the University and U.G.C. 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, other (Please mention the level in place of writing "Others").

Sr. No.	Category of the document	Name of the document and its introduction in online	Procedure to obtain the document	Held by/under the control of
1	University Acts and Statutes	Gujarat University handbook part A,B,C,D	Available free at	Registrar, Gujarat

			Gujarat University Website	University
2	P.G. Rules (Ordinances and Regulations) and syllabi	Ordinances and Regulations	-do-	-do-
3	Ph.D. program	Rules, Regulations and Ph.D. Ordinances	-do-	-do-

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

Sr.No.	Subject /topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation
NOT APPLICABLE			

**MANUAL 8: A STATEMENT OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART FOR 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 NO.		FAX NO.	E-mail
			office	office Residence and mobile nos.		
1	Dr.Rajasi Clerk	Professor and Head	079-26302385 079-26308646		-	<a href="mailto:usssoffice@gmail.com">usssoffice@gmail.com</a>
2	Dr. Sujatha Sony Onattu	PROFESSOR	079-26302385			<a href="mailto:usssoffice@gmail.com">usssoffice@gmail.com</a>
3	Dr. Alpa Mehta	ASSISTANT PROFESSOR	079-26302385			<a href="mailto:usssoffice@gmail.com">usssoffice@gmail.com</a>
4	Dr. Suhasini J Shastri	FIELD WORK ASSISTANT	079-26302385			<a href="mailto:usssoffice@gmail.com">usssoffice@gmail.com</a>
5	Niraj Mistry	Head Clerk	079-26302385			<a href="mailto:usssoffice@gmail.com">usssoffice@gmail.com</a>
6	Amit Joshi	Senior Clerk	079-			<a href="mailto:usssoffice@gmail.com">usssoffice@gmail.com</a>

			26302385			
7	Hirabhai .B. Garasiya	Helper	079- 26302385			<a href="mailto:usssoffice@gmail.com">usssoffice@gmail.com</a>
8	Mafatbhai .M.Vaghela	Peon	079- 26302385			<a href="mailto:usssoffice@gmail.com">usssoffice@gmail.com</a>
9	Ravi .C.Valodara	Swiper	079- 26302385			<a href="mailto:usssoffice@gmail.com">usssoffice@gmail.com</a>

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

Information available with Registrar, Gujarat University

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

Information available with Registrar Gujarat University

**MANUAL 12: THE MANNER OF EXECUTION OF SUBSIDY/PROGRAMS INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SCUH PROGRAMS:**

NOT APPLICABLE

**MANUAL 13: PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT:**

NOT APPLICABLE

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

[www.gujaratuniversity.org.in](http://www.gujaratuniversity.org.in)

**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:**

**NOT APPLICABLE**

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

Sr. No.	Department/ School	Name	Designation	Telephone No	Fax No.	E-mail
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	<b>SCHOOL OF SOCIAL SCIENCE</b>	<b>Dr.Rajasi Clerk</b>	<b>Director</b>	<b>079- 26302385</b>	<b>-</b>	<b><a href="mailto:usssoffice@gmail.com">usssoffice@gmail.com</a></b>
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**MANUAL 17: SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND THEREAFTER UPDATE THESE  
PUBLICATIONS EVERY YEAR**