

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

Manual - 1:

1. Objective/Purpose of the public authority:

To prepare the students admitted to M. Sc., M. Phil. and Ph. D. programs in Mathematics for their final examinations.

2. Mission/Vision Statement of the public authority:

Looking at education as the all-inclusive and holistic activity, our vision is to try to impart mathematical information and the knowledge not merely from exam point of view, but also to develop mathematical aptitude, in the larger sense of the phrase, which is useful in the varied contexts.

3. Brief History of the public authority and the context of its formation:

The Department of Mathematics was established in 1959. World famous Relativist and Ex-Vice-Chancellor Dr. P. C. Vaidya was appointed as Professor and Shri H. N. Raval was appointed as Reader. Then after, renowned Mathematicians Prof. Saiyad Izhar Hussain, Prof. D. S. Basan, Prof. A. M. Vaidya, Shri B. M. Shah, Dr. M. Mishra, Prof. I. H. Sheth, Dr. L. K. Patel, Dr. N. C. Shah, Prof. P. J. Bhatt, Prof. N. R. Ladhawala served the department at different times. The introduction of 'New Mathematics' at all the levels was a huge task which was achieved by the able leadership of Prof. P. C. Vaidya with the help of his colleagues. The department was instrumental in establishing Suganitam Trust and Gujarat Ganit Mandal which have been playing an important role in organizing several activities related to mathematics and mathematics education.

4. Duties of the Public authority:

To engage in teaching and research according to the norms and regulations which are laid down by the higher authorities of the university on recommendations of UGC.

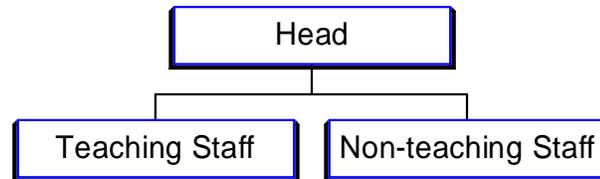
5. Main Activities/Functions of the public authority:

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:

Teaching, counseling, placement information and departmental library are some of the main services provided to the students of the department.

7. Organization of Department of Mathematics:



8. Expectation of the public authority from the public for enhancing its effectiveness and Efficiencies:

It is expected that public/students should inquire only after having a look at the website and the notice boards of the department.

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:

Depending on the issue either the head will address the problem or shall bring to the notice of higher authorities.

11. Address: Department of Mathematics, Gujarat University, Navrangpura, Ahmedabad – 380 009.

12. Working hours:

Monday to Friday : 11:00 am to 5:00 pm

Saturday : 11:00 am to 2:00 pm

Manual - 2: The Powers and Duties of Officers and Employees:-

Sr No.	Name	Designation	Duties
1	Dr. Ajay K. Desai	Professor & Head	Apart from normal duties of teaching and conducting exams as per UGC guidelines, he coordinates the whole department.
2	Dr. Nita H. Shah	Professor	Apart from normal duties of teaching and conducting exams as per UGC guidelines, she looks after equipment purchase and maintenance.
3	Shri Hemant D. Kamat	Asst. Prof.	Apart from normal duties of teaching and conducting exams as per UGC guidelines, he looks after admission process.
4	Shri Kaushik V. Thaker	Asst. Prof.	Apart from normal duties of teaching and conducting exams as per UGC guidelines, he looks after cultural activities for the students.
5	Dr. Narendra P. Shrimali	Asst. Prof.	Apart from normal duties of teaching and conducting exams as per UGC guidelines, he looks after sports related students' activities.
6	Dr. Sanjay K. Patel	Asst. Prof.	Apart from normal duties of teaching and conducting exams as per UGC guidelines, he looks after the placement of the students. Also works as the managing editor of 'Mathematics Today' – a research journal.
7	Shri Rohan D. Shah	Jr. Clerk	Office Administration
6	Shri B. H. Thakor	Peon	Work related to the department which is assigned by the Head.
6	Shri H. M. Makwana	Sweeper	Cleaning of the department

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?

- The important decisions are taken according to the rules and regulations of the university acts and statutes which are the public documents. The day-to-day matters of running the department are decided by the Head having consultations with the colleagues.

(2) What are the arrangements to communicate the decision to the public?

- Direct classroom communication
- Department Notice Boards
- Gujarat University Website: www.gujaratuniversity.org.in
- Very important announcements are also done through news-paper

(3) Who are the officers at various levels whose opinions are sought for the process of decision making?

- Head, Director, Dean, Registrar, PVC, VC and members of the statutory bodies like Board of Studies, Finance Committee, Academic Council, Executive Council and Senate as documented in the Gujarat University Act.

(4) Who is the final authority that vets the decision?

- Head – for the matters related to day-to-day functioning of department.
- Registrar and VC

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

Sl. No.	1
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 the HOD.
Designation of the officers involved in decision making	Head and the admission committee instituted by the Head.
Contact information of above mentioned officers	Head, Department of Mathematics, Gujarat University, Ahmedabad - 9 Tel. 079-26301154 e-mail: maths-gujuni@hotmail.com
Sl. No.	2
Subject on which the decision is to be taken	Utilization of money sanctioned for the department
Guideline / Direction, if any	We follow the guidelines laid down by the university authorities.
Process of Execution	Our proposals are scrutinized and sanctioned by the CAO/DO/Registrar/VC/Finance Committee depending on the size/volume of the matter as per the university rules and regulations
Designation of the officers involved in decision making	Head and the higher authorities as stipulated earlier
Contact information of above mentioned officers	As mentioned above and also available elsewhere
Sl. No.	3
Subject on which the decision is to be taken	Assignment of teaching schedule
Guideline / Direction, if any	The whole teaching schedule is designed according to the guidelines laid down in the CBCS.
Process of Execution	Implementation through the HOD
Designation of the officers involved in decision making	As mentioned above
Contact information of above mentioned officers	As mentioned above

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. Sc., 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 our functions we follow Rules, Regulations, Instructions Manuals and Records communicated by the university and UGC from time to time.

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").

S. 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 M. Sc.	-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:

S. No.	Subject / Topic	Is it mandatory to ensure public participation (yes / no)	Arrangements for seeking public participation.
	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 No.		Fax No.	E-mail
			Office	Residence		
1	Dr. Ajay K. Desai	Professor & Head	26301154	26753688 9824062983	-	desai_ak@yahoo.com
2	Dr. Nita H. Shah	Professor	26301154	26740469 9825261816	-	nitahshah@gmail.com
3	Shri Hemant D. Kamat	Asst. Prof.	26301154	9825970987	-	hdkamat@yahoo.co.in
4	Shri Kaushik V. Thaker	Asst. Prof.	26301154	9825867429	-	kv.thaker23@gmail.com
5	Shri Narendra P. Shrimali	Asst. Prof.	26301154	9879159776	-	narenp05@yahoo.co.in
6	Dr. Sanjay K. Patel	Asst. Prof.	26301154	9898098427	-	skpatel27@yahoo.com
7	Shri R. D. Shah	Jr. Clerk	26301154	9376144726	-	rohan.aug28@gmail.com
8	Shri B. H. Thakor	Peon	26301154	-	-	-
9	Shri H. M. Makwana	Sweeper	26301154	-	-	-

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

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

Manual - 12: The Manner of Execution of Subsidy Programmes, including the amounts allocated & the details of Beneficiaries of such Programmes:

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 Electronic Form:

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/ Organization	Name	Designation	Telephone No.		Fax No.	E-mail
				Office	Residence		
1	Department of Mathematics	Prof. A. K. Desai	Head	079-26301154	079-26753688	-	Desai_ak@yahoo.com

Manual - 17: Such Other Information as may be Prescribed; and thereafter update these Publications every year:

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