

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.Com, M.Phil. and Ph.D. programs in various fields of Commerce for final evaluation and examination. To teach and guide students in the self-financed programs of the School viz. Post Graduate Diploma in Investment and Financial Analysis; Post Graduate Diploma in Financial Markets and Insurance.

2. MISSION/VISION STATEMENT OF THE PUBLIC AUTHORITY

The mission of the School is to impart value based education in the field of commerce to the students enrolled. 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

Gujarat University has been imparting graduate level education in the faculty of Commerce from its inception. In order to elevate education in this faculty to post graduate level and then on to research the School of Commerce was established as a Post graduate teaching department of the University in 1976. Since the university works on the school system for each faculty, it was called the School of Commerce. Later on Sheth Damodardas donated the funds for the construction of its own building in the University premises which resulted in its name – Sheth Damodardas School of Commerce. Prof.H.K.Trivedi, an eminent economist was its first director. He was succeeded by Dr.B.H.Desai, Dr.H.S.Oza and Dr.V.Chari (current) as directors of the School.

The main programs of the School are post graduate degree in Commerce (M.Com.), research degrees M.Phil. and Ph.D. in the field of Commerce. The semester system was introduced in the School from 2010. Under this five area of specialization in the M.Com. Programme are offered viz. accounting and finance, marketing and finance, statistics and finance, international business and banking and accounting and auditing. Students are offered M.Phil. in three areas – accountancy, management and statistics. Students can pursue Ph.D. in any area related to commerce and management.

The school started P.G.D.I.F.A. program in the year-1995 with Dr.B.H. Desai as the first coordinator of the program, followed by Dr. H.S. Oza subsequently whereas P.G.D.F.M.I. course was launched in the year 2005 with Dr.B.V.Pathak as its first Co-Ordinator followed by Dr.H.S.Oza. At present Dr. H.B. Pandya is the Coordinator of both the programs.

Both the programs were started as Self-finance programs of School of Commerce approved and recognized by Gujarat University as One Year Full Time Post Graduate Diploma Programs.

4. DUTIES OF THE PUBLIC AUTHORITY

The school 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

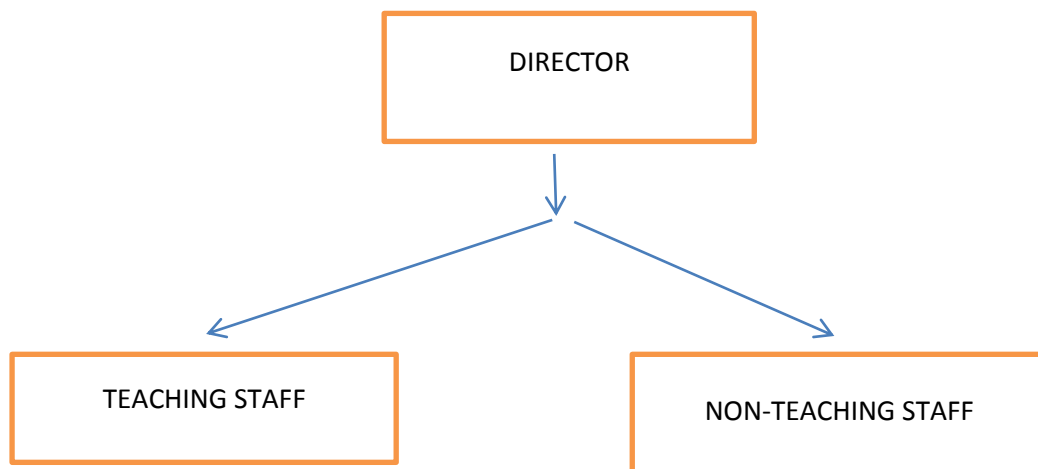
Teaching and research including the examination related work.

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

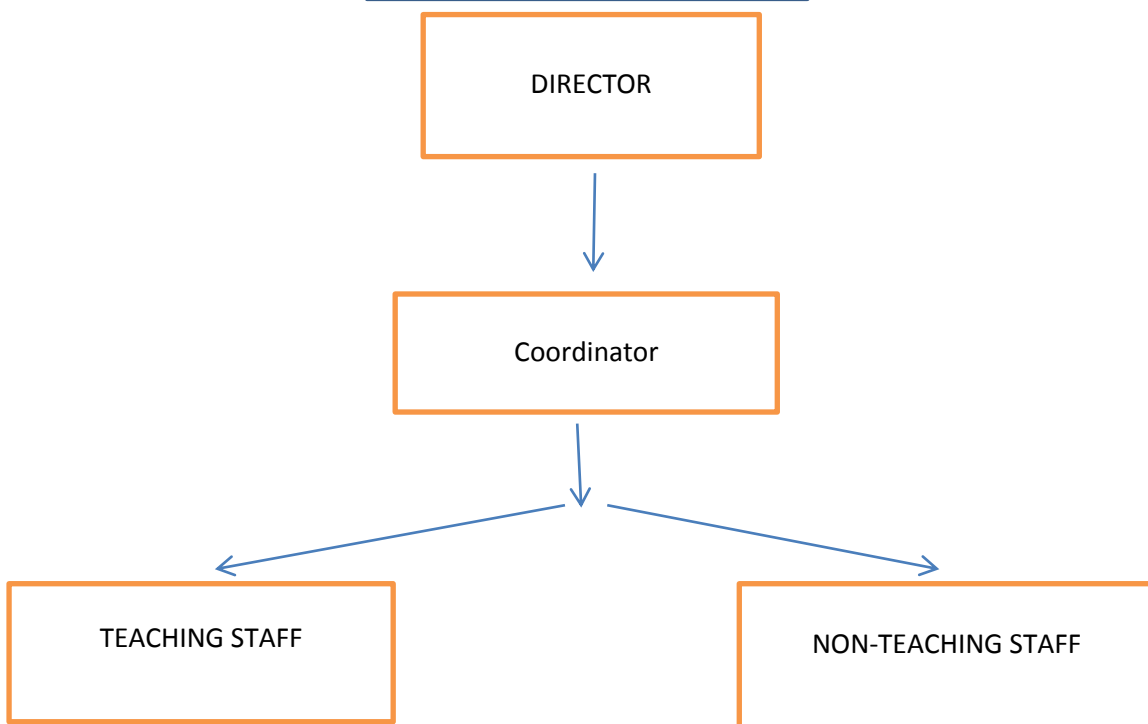
The School is an academic department of the university it provides the main service of teaching and research. It also provides counseling to the students regarding further studies and information about employment opportunities. The School also provides library services to the students enrolled in its various programs.

7. ORGANIZATION OF THE SCHOOL OF COMMERCE

FOR REGULAR PROGRAMS



FOR SELF FINANCED PROGRAMS



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 School 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:

FOR REGULAR PROGRAMS

SHETH DAMODARDAS SCHOOL OF COMMERCE, GUJARAT UNIVERSITY, NAVRANGPURA, AHMEDABAD 380009

FOR SELF FINANCED PROGRAMS

COORDINATOR, PGDIFA/PGDFMI

SHETH DAMODARADAS SCHOOL OF COMEMRCE, GUJARAT UNIVERSITY, NAVRANGPURA, AHMEDABAD 380 009

12. WORKING HOURS:

FOR REGULAR PROGRAMS

MONDAY TO FRIDAY: 10.30 AM TO 4 PM FOR TEACHING, 10.30 AM TO 6 PM FOR OFFICE
SATURDAY : 10.30 AM TO 3 PM FOR TEACHING, 10.30 AM TO 2 PM FOR OFFICE

FOR SELF-FINANCED PROGRAMS

MONDAY TO FRIDAY: 6.00 PM TO 8.00 PM FOR TEACHING, 5.30 PM TO 8.00 PM FOR OFFICE

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

FOR REGULAR PROGRAMS

| SR. NO. | NAME | DESIGNATION | DUTIES |
|----------------|---------------|------------------------|---|
| 1 | Dr.V.CHARI | PROFESSOR AND DIRECTOR | Her academic duties include teaching and research while the administrative duties cover the whole administration of the School; examination work. |
| 2. | Dr.B.V.PATHAK | PROFESSOR | Teaching, research and responsibility of internal assessment for all programs. Examination work. |
| 3. | DR.H.C.SARDAR | ASSOCIATE PROFESSOR | Monitoring of attendance of students and taking appropriate action in case of short fall apart from teaching and research. Examination work. |

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| 4. | DR.H.B.PANDYA | ASSOCIATE PROFESSOR | Teaching and research and formulation and monitoring of time table. Examination work |
| 5. | MRS.C.S.PARMAR | ASSISTANT PROFESSOR | Teaching and research and all student related extra-curricular and co-curricular activities. Examination work. |
| 6. | SHRI BHARATKUMAR S. KADIA | SENIOR CLERK | Administrative work of the School particularly related to internal assessment, admission, scholarships. |
| 7. | SHRI KETANBHAI R. SHAH | TYPIST | Administrative work of the School particularly related to admissions, enrolment and petty cash maintenance. |
| 8. | * | Library Assistant | To maintain the School Library. |
| 9. | SHRI N.R.RAVAL | DESPATCH RIDER | Administrative work of the School and supervision of maintenance of the School. |
| 10. | SHRI R.G.MAKWANA | SWEEPER | Cleaning of the school and other maintenance work. |

- This work is being done by a Job Trainee at Present

FOR SELF – FINANCED PROGRAMS

| SR. NO. | NAME | DESIGNATION | DUTIES |
|---------|-------------------|--|---|
| 1 | Dr.V.CHARI | PROFESSOR AND DIRECTOR | Her academic duties include teaching and research while the administrative duties cover the whole administration of the School; examination work. To monitor the administrative and academic activities of these self-finance programs run by the school. |
| 2. | DR.H.B.PANDYA | ASSOCIATE PROFESSOR & Coordinator (P.G.D.I.F.A.& P.G.D.F.M.I.) | Teaching and research and formulation & monitoring of time table. Examination work. To coordinate all the academic and administrative activities of these programs as per the Gujarat University Rules including Examination work of these programs. |
| 3. | HONORARY CLERK | HON. CLERK | All administrative work related to each self-financed program |
| 3. | Library Assistant | Hon. Library Assistant | To maintain the Library in the School of the Self-Financed Programs. |
| 4 | Honorary Peon | Honorary Peon | Administrative work related to the self-financed programs and maintenance of the premises. |

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 Director in consultation with faculty members and staff.

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The same process is followed for the self-financed programs also, for which the day to day decisions are taken by the Program Co-Ordinator.

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

- Direct Class room communication.
- Through School notice board.
- Gujarat University web site: www.gujaratuniversity.org.in
- Very important announcements are also done through news-papers.

The same process is followed by the self-financed programs also.

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

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

In the self-financed programs the Coordinator is the first level officer followed by the other officers as mentioned above.

(4) 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 the self-financed programs they are:

- Coordinator for matters related to day-to-day functioning of the programs
- Director
- Registrar, Pro-Vice Chancellor and Vice-Chancellor

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

| Sr.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 Director |
| Designation of the officers involved in decision making | Director and other faculty members Coordinator & Director for Self Financed Programs |
| Contact information of above mentioned officers | Director, S.D.School of Commerce, Gujarat University, Navrangpura, Ahmedabad Phone: 079-27912970 E mail: uscgu1976@gmail.com <u>For Self financed program:</u> <u>Coordinator, PGDIFA/PGDFMI</u> <u>S.D.School of Commerce, Gujarat University,</u> <u>Navrangpura, Ahmedabad 380009</u> <u>Phone: 079-27910988</u> <u>E mail: pgdifacommerce@gmail.com</u> |

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| Sr.No.2 | |
| 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 | Director and other higher authorities of the university such as Development Office, Chief Accounts Officer, Registrar, Vice-Chancellor, Finance Committee and syndicate. Involvement of higher authorities comes in as per their sanctioning power. The first officer involved in the self-financed programs is the Coordinator. Thereafter other officers are involved as per list given above. |
| Contact information of the 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 | The whole teaching schedule is designed according to the Ordinances and regulations of the program. |
| Process of execution | Implementation through the Director and Coordinator for the self-financed programs. |
| 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 syllabi |
| Type of document | Various rules and regulations for M.Com., M.Phil. and Ph.D. program for granted and self-financed programs. |
| From where one can get a copy of rules, regulations, instructions, manual and record (if any) | Gujarat University website and P.G.Section for granted and self-financed programs |
| Fee charges by the department for the rules, regulations, instruction manual and record if any | Free |

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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 School 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. This applies for the self-financed programs also.

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 Gujarat University Website | Registrar, Gujarat University |
| 2 | P.G. Rules (Ordinances and Regulations) and syllabi | Ordinances and Regulations for M.Com. and self-financed programs | -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 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 | Residence and mobile nos. | | |
| 1 | Dr.V.Chari | Professor and Director | 27912970 | 65216458 9277350698 | - | vijaylaxmichai@gmail.com |

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|---|--------------------------------|-----------------|----------|------------------------|---|-------------------------------|
| 2 | Dr.B.V.Pathak | Professor | 27912970 | 26577394 9408572928 | - | bharativpathak@rediffmail.com |
| 3 | Dr.H.C.Sardar | Asso. Professor | 27912970 | 26764300 9427358017 | - | sardarhc@gmail.com |
| 4 | Dr.H.B.Pandya | Asso.Professor | 27912970 | 26747586 9879005768 | - | Hemal1967@gmail.com |
| 5 | Mrs. C.S.Parmar | Asstt.Professor | 27912970 | 27640304 9979455599 | - | Prof.chetna@yahoo.co.in |
| 6 | Shri Bharatkumar S.Kadia | 27912970 | | 9998170360 | - | - |
| 7 | Shri Ketanbhai R.Shah | Typist | 27912970 | 9904353500 | - | krshah1974@gmail.com |
| 8 | Shri N.R.Raval | Dispatch Rider | 27912970 | 9173335052 | - | - |
| 9 | Shri R.G.Makwana | Sweeper | 27912970 | 9825931980 | - | - |

SELF FINANCED PROGRAMMES:

| SR NO | NAME | DESIGNATION | TELEPHONE NO. | | FAX NO. | E-mail |
|-------|--------------------------|---------------------------------------|-----------------------|---------------------------|---------|--------------------------|
| | | | office | Residence and mobile nos. | | |
| 1 | Dr.V.Chari | Professor and Director | 27912970 | 65216458 9277350698 | - | vijaylaxmichai@gmail.com |
| 2 | Dr.H.B.Pandya | Asso. Professor | 27912970/ 27910988 | 26747586 9879005768 | - | Hemal1967@gmail.com |
| 3 | Shri Ketanbhai R.Shah | Hon. Clerk & Comp. Op. (PGDIFA) | 27912970/ 27910988 | 9904353500 | - | krshah1974@gmail.com |
| 4 | Shri Pratik Parmar | Hon. Clerk & Comp. Op. (PGDFMI) | 27910988 | 9722674453 | - | pratik053@gmail.com |
| 5 | Smt. Dina K. Bhavsar | Hon. Librarian | 27910988 | - | - | - |
| 5 | Shri Mayur Thakor | Hon. Peon | 27910988 | 9723332208 | - | - |
| 6 | Shri Alpesh Thakor | Hon. Peon | 27910988 | 9099017611 | - | - |

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 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 THE DISBURSEMENT MADE

Information available on Gujarat University website.

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

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 |
|---------|---|----------------|-------------|---------------|----------|---------|--------------------------|
| | | | | office | resi | | |
| 1. | School of Commerce | Dr.V.Chari | Director | 29712970 | 65216458 | | uscgu1976@gmail.com |
| 2 | PGDIFA/ PGDFMI (Self-financed programs) | Dr.H.B. Pandya | Coordinator | 27910988 | 26740304 | | pgdifacommerce@gmail.com |

MANUAL 17: SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND THEREAFTER UPDATE THESE

PUBLICATIONS EVERY YEAR