

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 MA/M. Sc. and Ph. D. programs in Geography, Geoinformatics and Applied Geology 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 Geographical information and the knowledge not merely from exam point of view, but also to develop subjective 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 Earth Sciences; earlier known as Department of Geography was established in July 1977 with full time Lecturers. Shri Shyamlal Harilal Bhagvati, a noted industrialist, made it possible to house this newly born department in an independent building in the year 1979. Since then, the department has become functionally part of the School of Sciences. Prof (Dr.) Anjana Desai, a renowned Urban geographer was appointed as a head of the Department, and she served the Department for 25 years of teaching and Research. She was awarded Fulbright Scholarship to pursue Doctoral studies at University of Maryland, College Park, United States. In her work she focused mainly on the importance and relevance of perception studies in Urban and Regional Planning. Along with her, there were three other academicians, Prof K M Kulakarni, Dr. N. G. Dixit and Dr. Manjula Davee also served the Department for more than 35 years. The Department has taken several research projects funded by ICSSR, DST, SAC/ISRO, SSPO/ISRO and Narmada Planning Board. In addition to teaching, the department provides research guidance to Ph.D. students.

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.

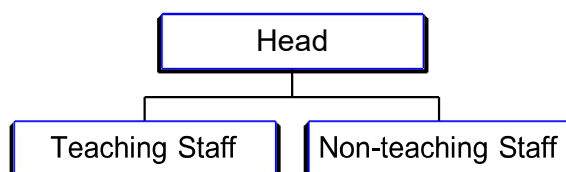
5. Main Activities/Functions of the public authority:

Teaching and research including 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 Earth Science:



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 publicgrievance 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 Earth Science, Swami Vivekanand Sikhan Sankul, Gujarat University, Navrangpura,Ahmedabad – 380 009.

12. Working hours:

Monday to Saturday : 10:30 am to 6:10 pm

Holidays on 2nd & 4th Saturday

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

Sr No.	Name	Designation	Duties
1	Dr. Shital Shukla	Professor & Head	Apart from normal duties of teaching and conducting exams as per UGC guidelines, he coordinates the whole department.
2	Dr. Mahesh Patel	Assistant Professor	Teaching and conducting exams as per UGC guidelines
3	Mr. Rajesh Damor	Assistant Professor	Teaching and conducting exams as per UGC guidelines
4	Ms. Megha Joshi (extra charge)	Head Clerk	Office Administration and Computer Lab Maintenance
5	Mr Harish Vaghela	Peon	As per University Norms

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 decisions are taken according to the rules and regulations of the university acts and statutes which are the public documents.

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

- Direct classroom communication
- Department Notice Boards
- Gujarat University Website: www.gujaratuniveristy.org.in

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

- Head, Director, Dean, Registrar, VC and members of the statutory bodies as per the University norms.

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

- 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 Earth Science Gujarat University, Ahmedabad - 9 Tel. 079-27912832 e-mail: hodgeography@gujaratuniversity.ac.in
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 by the University.
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. & 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)	Freely available on University website OR as may be decided by the university

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 Public University Act-2023	Available free at Gujarat University Website	Registrar, Gujarat University
2	P. G. Rules (Ordinance & Regulations) and Syllabi	Ordinance & Regulations M. Sc.	-do-	-do-
3	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.	E-mail
1	Dr. Shital Shukla	Professor & Head	079-27912832	hodgeography@gujaratuniversity.ac.in
2	Dr. Mahesh Patel	Assistant Professor	079-27912832	mkpatel@gujaratuniversity.ac.in
3	Mr. Rajesh Damor	Assistant Professor	079-27912832	rajeshdamor@gujaratuniversity.ac.in
4	Ms. Megha Joshi (Extra Charge)	Clerk	079-27912832	joshimeghaa@gmail.com
5	Mr Harish Vaghela	Peon	079-27912832	--

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.ac.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	Mobile		
1	Department of Earth Science	Prof. Shital Shukla	Head	079-27912832	-	-	hodgeography@gujaratuniversity.ac.in

Manual - 17: Such Other Information as may be prescribed; and thereafter update these Publications every year:
Gujarat University Website
