

Proactive Disclosure

Institute of Indic Studies (IKS Department)
Gujarat University, Ahmedabad 380009

1. Organisation and Function

Name of the Department: Institute of Indic Studies

Parent Institution: School of International Studies & Diaspora, Gujarat University, Ahmedabad

Mandate:

- Promote teaching, research, and capacity building in Indian Knowledge Systems (IKS).
- Design and deliver certificate, diploma, FDP, and research-oriented programs.
- Facilitate collaborations with academic bodies, government agencies, and community institutions.

Key Activities:

- Courses
 - Certificate & Diploma Courses relevance to IKS
 - MA in IKS
 - PhD in IKS
- Academic programs (FDPs, workshops, seminars, short-term courses)
- Research promotion and publications
- Extension and outreach activities
- Support for IKS-based pedagogy and innovation

2. Powers and Duties of Officers and Employees

Coordinator: Overall academic & administrative task supervision, implementation & approvals.

Faculty Members: Teaching, research guidance, program design, evaluation, and coordination.

Administrative Staff: Overall academic & administrative task implementation, student services, documentation, finance processing.

3. Procedure Followed in Decision-Making

- Academic and administrative decisions are taken by the coordinator, with inputs from Advisory Committee
- Major proposals follow University norms through the **Registrar and Vice-Chancellor** office.
- Accounts handle by SAP

4. Norms for Discharging Functions

- UGC and Gujarat University academic regulations
- Annual academic calendar
- Standard operating procedures for workshops, FDPs, admissions, and collaborations

5. Rules, Regulations, and Manuals Held

- Gujarat University Act, Statutes, Ordinances, and Regulations
- UGC guidelines related to IKS, teaching, and research
- Internal guidelines for programs, collaborations, and events

6. Categories of Documents Maintained

- Program brochures, reports, circulars
- Academic records, attendance, evaluation files
- Administrative files, approvals, and correspondence
- Research documents, publications

7. Public Interaction

- Regular workshops, seminars, FDPs
- Public notices on Gujarat University website
- Queries can be addressed through email/office during working hours

8. Official Contact Information

Institute of Indic Studies

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