

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

Manual - 1:

1. Objective/Purpose of the public authority:

The youth aware about their responsibility toward the society. To increase youth involvement in various social services and for all round personality development of youth.

2. Mission/Vision Statement of the public authority:

The department aims at providing students with social & cultural environment so as to shape their all-round personality and develop their physical, mental, social, aesthetical and spiritual dimensions and cultivate basic human qualities like honesty, integrity, industriousness and tolerance. So that they may prove to be our cultural custodians and make wonderful citizens of our great nation.

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

The Gujarat University NSS Department was established in 1969 to with an objective to give sound platform to the budding talents of the young students of the University.

4. Duties of the Public authority: To engage in Social & Cultural activities according to the norms and regulations which are laid down by AUI (HRD Ministry).

5. Main Activities/Functions of the public authority:

To Participate in the State/National Level Activity (Camp).regular & rural camp activity.

6. List of services being provided by the public authority with a brief write up on them:

Training, Coaching, Providing Kits, N.S.S. Scarf to the participated students.

7. Organization of Department of N. S. S. :

Program Co-ordinator----- > Administrative Staff

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 of N.S.S.

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: NSS Department, Gujarat University, Navrangpura, Ahmedabad

12. Working hours: Monday to Saturday : 10:40 am to 6:10 pm

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

No.	Name	Designation	Duties
1	Dr. N. P. Verma	I/c. Co-Ordinator	Apart from normal duties organized all Social Activities.
2	Sweta S. Vaghela	Temp. Clerk	Apart from normal duties of organized all Cultural & Camping Activities.
3	Vishal C. Shah	Temp. Peon	Work related to the department which is assigned by the Co-Ordinator

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-today matters of running the department are decided by the Co-Originator having consultations with the colleagues.
- (2) What are the arrangements to communicate the decision to the public?
Gujarat University Website: www.gujaratuniversity.org.in
- (3) Who are the officers at various levels whose opinions are sought for the process of decision making?
 - Co-Originator, Registrar, VC and members of Advisory Committee
- (4) Who is the final authority that vets the decision?
Co-Originator – 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.
Not Applicable

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.

Not Applicable

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 Regional Head, Gujarat State 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”).

Not Applicable

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:

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.

No.	Name	Designation	Contact No.	Fax	E-Mail
1	Dr. N. P. Verma	I/c. Co-Ordinator	(O)079-65448491 (M)094268 94853	-	nssgujaratuniversity@gmail.com
2	Sweta S. Vaghela	Temp. Clerk	(M) 63538 25124	-	nssgujaratuniversity@gmail.com
3	Vishal C. Shah	Temp. Peon	(M) 63538 25124	-	nssgujaratuniversity@gmail.com

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 & <http://nss.nic.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:

No.	Name	Designation	Contact No.	Fax	E-Mail
1	Dr. Paresh A. Prajapati	I/c.Registrar	(O)079-26303762	(O)079-26306194	registrar@gujaratuniversity.ac.in
2	Dr. N. P. Verma	Co-Ordinator	(O)079-65448491 (M)09426894853	-	nssgujaratuniversity@gmail.com

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

-NIL