

PROACTIVE DISCLOSURE UNDER SECTION 4, OF RTI ACT, 2005

(I) Particulars of Organization, Functions and Duties [Section 4(1) (b) (i)]

The Director of Students' Welfare, shall exercise following powers and perform the following function and duties, namely

- i. To make arrangement for the housing of students in consultation with deans, Directors and Associate Deans of colleges.
- ii. To arrange programme of students' counselling.
- iii. To arrange for the placement and employment of students in accordance with plans approved by the Vice-Chancellor.
- iv. To initiate, plan and organize co-curricular activities and to look after the general welfare of the students.
- v. To assist in the placement of the graduate of the University.
- vi. To organized and maintain contact with the alumni Associate of the University.
- vii. To establishment liaison between students and teachers in consultation with Deans, Directors and Associate Dean of colleges.

(II) Power of Officers & Duties of Officers & Employees [Section 4(1) (b) (ii)]

Same As Above

(III) Procedure followed in the decision making process including channels of supervision & Accountability [Section 4(1) (b) (iii)]

For decision making there are provision of Gymkhana Chairman along with Sports Advisors, Cultural Advisors to look after the matters related to students' sports (Indoor & Outdoor), Cultural & all other extracurricular activities. To look after matters related to hostel, Rector and Assistant Rectors are working. There is a placement cell at each college level and university level. Concerned placement co-ordinator and placement officer are appointed who are working under this office. NCC officers and NSS officers are decision making authority working under the control of this office. Health related matters are undertaken by medical officer.

(IV) The norms set by it for the discharge of its functions [Section 4(1) (b) (iv)]

Each officer under this office provide various facilities under their control taking into consideration their work load, manpower, working ability, allocation of budget etc. with the consultation of the university authorities.

(V) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions [Section 4(1) (b) (v)]

All Regulation are displayed in our website <http://nau.in/home.php?unit=dswas> under:

1. Hostel Rules
2. Students Discipline Rules
3. Student Representative Council Rules

4. Games and Sports for College / Polytechnic
5. Rector and Asst. Rector
6. Student Aid Fund
7. Rules and Regulations for Award of Gold Medal
8. Annual Report

(VI) A statement of the categories of documents that are held by it or under its control [Section 4(1) (b) (vi)]

The files and records of offices are maintained as under:

S.N.	Files and Records	Name of officer maintaining
1.	Counselling & Placement	Co-ordinator Counselling & Placement
2.	National Service Scheme	Programme Co-ordinator National Service Scheme
3.	National Cadet Corps	Co-ordinator National Cadet Corps
4.	Hostel	Rector & Asst. Rectors
5.	Students Representative Council	Respective Chairman's of each Colleges
6.	Health Centre	Medical Officer

(VII) 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 [Section 4(1) (b) (vii)]

For planning and execution of the NSS activities, various NGO and Public organisation and individuals are invited for their co-operation.

(VIII) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public [Section 4(1) (b) (viii)]

Not applicable.

(IX) A directory of its officers and employees [Section 4(1) (b) (ix)]

List of Personal Staff

Sr. No.	Name	Designation	Category
1	Dr. C.V. Savalia	Director of Students' Welfare & Programme Coordinator (NSS) [Professor cadre]	General
2	Dr. M. P. Patel	Physical Instructor [Asst. Professor cadre]	General
3	Prof. A. D. Chaudhari	Physical Instructor [Asst. Professor cadre]	ST
4	Mr. V. G. Patel	Senior Clerk	OBC

(X) The monthly remuneration received by each of its officers and employees of Sports and Youth Affairs Department (as on 25-6-2012), including the system of compensation as provided in its regulation [Section 4(1) (b) (x)]

Monthly Remuneration of Personal Staff

Sr. No.	Name	Designation	Pay scale ₹
1	Dr. C.V. Savalia	Director of Students' Welfare & Programme Co-ordinator (NSS) [Professor cadre]	37400-6700
2	Dr. M. P. Patel	Physical Instructor [Asst. Professor cadre]	15600-39100
3	Prof. A. D. Chaudhari	Physical Instructor [Asst. Professor cadre]	15600-39100
4	Mr. V. G. Patel	Senior Clerk	25500-81100

(XI) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made [Section 4(1) (b) (xi)]

The Allocation and disbursement of Budget is carried out by Comptroller Office of this university. All transactions are carried by university office.

(XII) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes [Section 4(1) (b) (xii)]

Same as XI.

(XIII) Particulars of recipients of concessions, permits or authorisations granted by it [Section 4(1) (b) (xiii)]

Same as XI.

(XIV) Details in respect of the information, available to or held by it, reduced in an electronic form [Section 4(1) (b) (xiv)]

The documents available in electronics forms are available in <http://nau.in/home.php?unit=dsw>

(XV) 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 [Section 4(1) (b) (xv)]

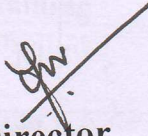
Not Applicable

(XVI) The names, designations and other particulars of the Public Information Officers
[Section 4(1) (b) (xvi)]

Appellate Authority's Public Information Officers	Registrar Director of Students Welfare
Assistant Public Information Officers	Medical Officer Physical Instructor

(XVII) Any other information:

Nil


Director
Students Welfare

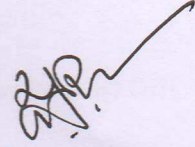
એનેક્ષર - બી

(સામાન્ય વહીવટ વિભાગના તા.૦૧/૫/૨૦૦૯ના પરિપત્ર ક્રમાંક:-પીએડી-૧૦-૨૦૦૭-૩૩૫૩૬૪- આરટીઆઈસેલનું બિડાણ)

પ્રમાણપત્ર

આથી પ્રમાણિત કરવામાં આવે છે કે માહિતી અધિકાર અધિનિયમની કલમ-૪ અંતર્ગત સ્વયં જાહેર કરવાની બાબતો "પ્રોએક્ટીવ ડીસ્ક્લોઝર" (P.A.D.) મારા વિભાગ દ્વારા તૈયાર કરવામાં આવેલ છે અને તા.૦૧-૦૫-૨૦૧૯ની સ્થિતિએ અમારી મંજૂરી મેળવી અદ્યતન કરવામાં આવેલ છે.

તારીખ: ૦૪/૦૫/૨૦૧૯
નવસારી.



નિયામક
વિદ્યાર્થી કલ્યાણ
નવસારી કૃષિ યુનિવર્સિટી
નવસારી