

## Upasana School of Performing Arts

### **Manual-1:-The Particulars of organization/functions and duties:**

1. Objective/purpose of the public authority:-

To provide education in the field of performing arts, Music, Dance and Theatre at post graduation level (M.P.A)

2. Mission / Vision statement of the public authority and the context of its formation :-

The Dept. of Performing Arts of Gujarat University.

3. Brief history of the public authority and the context of its formation.

The Dept. of Performing Arts was established on the 2<sup>nd</sup> October 2011.

4. Duties of the public authority in performing arts subject :-

Teaching & Performance related activities.

5. Main activities / function of the public authority :-

Same as above

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

Encouragement and Showcasing of young talent in the field of performing arts.

7. Organizational structure diagram at various levels :-

Chief Co-Ordinator, Panel Gurus, Visiting Experts, Visiting Faculty, Administrative staff as Clerk and Peon.

8. Expectation of the public authority from the public for enhancing its effectiveness and efficiencies :-

To provide encouragement to the young and upcoming artists and providing avenues for their performances and acceptance in the field of performing arts.

9. Arrangement and methods made for seeking public participation/contribution :-

Showcasing of young talent.

10. Mechanism available for monitoring the service delay and public grievance resolution or public Lecture :-

Not Applicable

11. Address of the main Office and other office at different levels.

(1) Main Office :- Registrat, Gujarat University, Navarangpura, Ahmedabad-380009

(2) Upasana School of Performing Arts, GIET Campus, Helmet Circle, Ahmedabad-38 000 9

12. Noon hours of the Office: 11:30 a.m. to 4:30 p.m. (Monday to Saturday)

Closed on Sundays

## **Manual-2:**

The powers and duties of the officers and employees.

Upasana Function on entire visiting faculty and experts and Smt. Viraj Amar is the Co-Ordinator of the entire faculty that is Music, Dance and Theatre.

## **Manual-3:**

*The procedure followed for decision making process including channels of supervision and accountability:--*

*As per Gujarat University Act/ Rules.*

*1) The procedure followed for decision for various matters? (a reference to the Manuals and Rules of Business Manual and other rules/regulations, etc... can be made) what are the documented procedures/defined criteria/rules to arrive at a particular decision for important matters? What*

*are the different levels through which a decision process moves?:--*

*Procedure followed as per instruction of Main office of the Gujarat University and its guidance via Registrar.*

*Registrar is generally following the decision taken in various Executive bodies like Senate, Executive Council, Academic Council, Board of Studies etc..*

*2) What are the arrangements to communicate the decision to the public?:-*

*Main office / Registrar communicate the decision through circulars, newspaper, notice board and /website.*

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

*Chief Co-Ordinator, The Registrar and The Vice Chancellor*

*4) Who are the officers at various levels whose opinion are sought for the purpose of decision making?:--*

*Chief Co-Ordinator, The Registrar, The Vice Chancellor & Academic council.*

*5) Please provide information separately in the following format for the important matters on which the decision is taken by the public authority?:--*

SI No 1	1
All the decision are taken as per instruction of Registrar.	
SI No 2	2

(Note:Please create additional sets of formats, if required)

**Manual-4:**

*The Norms set by it for the discharge of functions:*

*Please provide list of rules, regulations, instructions, manuals 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 documents.*

Name / Title of the documents	UG certificate, School leaving Certificate, Equivalent degree certificates
Type of document	Registration form/Application
Brief write up on the document	<i>At the department</i>
From where one can get a copy of rules, regulations, instruction, manual and records.	<i>At the department</i>
Fees charges by the department for a copy of rules, regulation, instructions, manual and records (if any)	<i>N.A.</i>
Name/Title of the document	<i>N.A.</i>
Type of document	<i>N.A.</i>
Brief write up on the document	<i>N.A.</i>
From where one can get a copy of rules, regulations, instruction, manual and records.	<i>At the department</i>
Fees charges by the department for a copy of	<i>N.A.</i>

rules, regulation, instructions, manual and records (if any)	
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**Manual-5:**

*The rules, regulation, instructions, manual and records held by it or under its control or used by its*

*Employees for discharging its Functions:--*

Only enrolled students record and university provided information and furniture and fixtures record, stock register, outward register (As per University order)

**Manual-6:**

*Statement of the Categories of Documents that are held by it or under its control:--*

*Use the format given below to give information about the official documents. Also maintain the place where the documents are available.*

Sr No	Category of the Document	Name of the Documents and its introduction in online	Procedure to obtain the Document	Held by/ under control of Director of the school
1	Admission form	N.A.	As per Uni order	Clerk Of the department
2	Enrollment List	N.A.	As per Uni order	Clerk Of the department
3	Petty Cash Book	N.A.	As per Uni order	Clerk Of the department
4	Dead Stock Register	N.A.	As per Uni order	Clerk Of the department
5	Outward Register	N.A.	As per Uni order	Clerk Of the department
6	Scholarship	N.A.	As per Uni order	Clerk Of the department

**Manual-7:**

*The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to formulation of its policy or implementation thereof:--*

Sr No	Subject/Topic	Is it mandatory of ensure public participation (Yes/No)	Arrangements for seeking public participation
	N.A.	N.A.	N.A.

**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 to the public or the Minutes of such meeting are Accessible for public:-- Please provide the information about boards, committees, councils and other related to the public authority in the following format:--*

Name and address of the affiliated body	Not Applicable to Department
Type of affiliated body (boards, committees, councils and other bodies)	Not Applicable to Department
Brief introduction about the affiliated body (establishment year, objective, main activities) role of the affiliated body (advisory, managing, executive, others)	Not Applicable to Department
Structure and composition of members	Not Applicable to Department
Head of the body	Vice Chancellor of the Guj. University
Address of main office its branches	Gujarat University Office, Navrangpura,

	Ahmedabad – 380 009
Frequency of meetings	Not Applicable to Department
Can public participate in its meeting?	No
Are minutes of the meeting prepared?	Not Applicable to Department
Are minutes of the meetings available to the public? If yes, please mention the procedure the obtain them.	Not Applicable to Department

Gujarat University constituted by the Act of Gujarat University Act, 1947 and it works /function

according the Act and Rules/Ordinance made accordingly.

The Upasana School of Performing Arts has not to play any role in any committee / meeting.

**Manual-9:**

*A Directory of its Officers and Employees.:*--

Sr No	Name	Designation	Tele No (Off.)	Tele No (Resi)	Fax No	E mail ID
1	Smt. Viraj Amar	Chief Co-Ordinator	079-27912642	N/A	N/A	Upasana.performing.arts@gmail.com

**Manual-10:**

*The monthly remunerations received by each of its officers and employees including system of*

Sr No	Name	Designation	Gross Amount Rs.	Deduction Rs	Net Amount Rs

(Remuneration paid by University as per Rules)

**Manual-11:**

*The budget allocated to each of its Agency, Indicating the Particulars of all plans, Proposed*

*Expenditures and Reports on Disbursement made: Plan Provision 2005-06:--*

We do not have this information; it has been transferred to the Registrar.

Sr No	Budget Head	Item	Outlay 2005

Estimated Expenditure (Details available with University)

Sr No	Budget Head	Item	Budget Outlet 2005-06	Grant released up to August-2005	Expenditure Booked/ incurred as per order	Treasure

**Manual-12:**

*The Manner of Execution of subsidy programmes including the amounts allocated & the details of*

*Beneficiaries of such Programmes.:--*

N/A

**Manual-13:**

*Particulars of Recipients of Concessions, Permits of a Authorization granted by it.:--*

N/A

**Manual-14:**

*Details in respect of information, Available to or held by it reduced in an Electronic form:*

Course and other information regarding admissions, examinations of the Upasana School of Performing Arts is available at Gujarat University's Official Website:--  
[www.gjaratuniversity.org](http://www.gjaratuniversity.org)

**Manual 15:**

*The particulars of faculties available to citizens for obtaining information including the working*

*hours of library or reading room, if maintained for public use.--*

Only admitted students of the school can use library or reading rooms, and public can participate in public lecture , if publically invited .

**Manual-16:**

*The names, Designation and other particulars of the public information officers:--*

( Registrar of the Gujarat University is PIO where as Director is APIO )

Sr No	Dept/Org	Name	Designation	Tele No (Off)	Tele No (Resi)	Fax No	E mail
1	Guj. Uni.	Dr. B.V. Patel	I/C. Registrar	079 - 263 0 191 9	-	-	-
2	Smt. Viraj Amar	Chief Co-Ordinator	079-2791264 2	N/A	N/A	-	Upasana.performinag.arts@gmail.com

**Manual- 17:**

*Such other information as may be Prescribed and thereafter update these Publication every year.--*

University publishes it's Annual report where information related with the Upasana School of Performin Arts is also found in the publication.