

Organizational Profile



Manav Seva Sansthan "SEVA"

Vikas Nagar Colony, Bargadawa,

P.O.: - FCI, Gorakhpur, Uttar Pradesh

manavseva@vsnl.com

<http://www.mssseva.org>

Vision

SEVA visualizes a society where the sustainable opportunities are ensured for the poor and disadvantaged within their capacities, attitudes and practices.

Mission

To ensure the socio-economic development of vulnerable women and children devoid from their basic rights through various activities including traditional agricultural system, health and income generation programs.

Organizational Purpose and Objectives

- ❖ To promote gender equality and equity and women's human rights
- ❖ To promote sustainable livelihoods for vulnerable communities
- ❖ To facilitate sustainable agricultural practices for economic enhancement of small and marginal farmers
- ❖ To ensure application of legal rights and constitutional guarantees
- ❖ To facilitate the flow of services, products and resources from the Government to the disadvantaged communities
- ❖ To improve health and the nutritional status for the client communities
- ❖ To stop trade in humans across India-Nepal borders
- ❖ To build the institutional capacity of for NGOs & farmers collectives
- ❖ To prevent the spread of AIDS through counseling and awareness creation

Origin

Mr. Umashanker Tripathi (late) was a teacher and associated with teachers association. He was a follower of Baba Amte- a renowned social worker. He used to travel with Baba Amte and have taken active role in various movements that were organized for the welfare of poorest section of society. His friend Mr. D.P. Shukla was a railway employee and leading labor's union. Mr. Shukla took advantage of his relationship with top Government officials to ensure the welfare of the laborers. In the year 1983 both of them joint hands with few friends and decided to work for the welfare of the poorest communities in the Purvanchal region of Uttar Pradesh. As the Movement caught up, a need was felt for establishing a non-profit organization involving the local communities. In 1988, Mr. Uma Shanker Tripathi (late) and his friends founded Manav Seva Sansthan means (organization for the service of mankind). The current Chairman Mr. Jata Shanker Tripathi is the son of Shri Uma Shanker (late) and has been involved in the work since inception.

Governing Board Structure

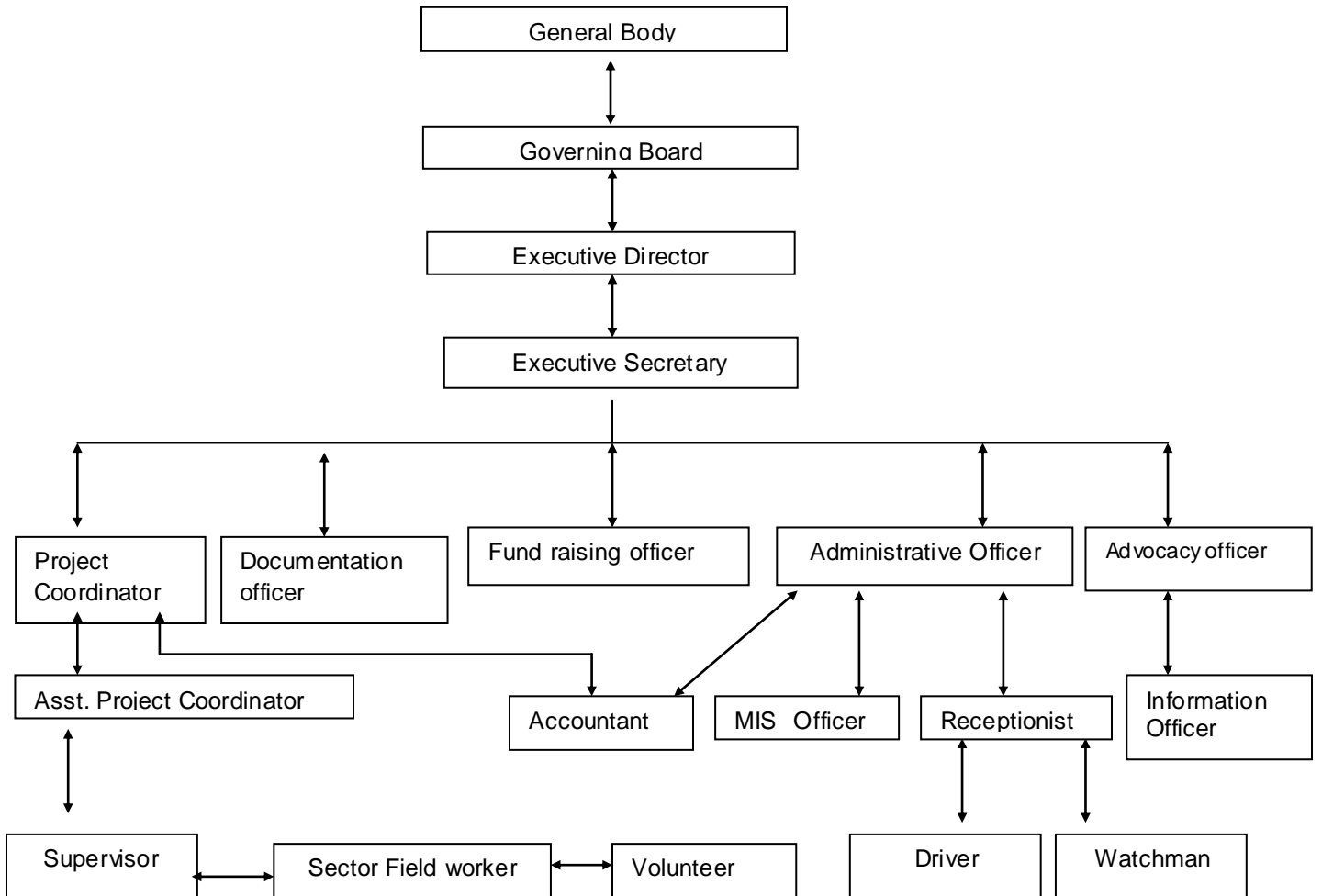
Seva has a 200-strong General Body (GB), which has members from all walks of life including those from client communities. GB meets once a year to discuss and approve programmes, budget and audited accounts. The Governing Body of 11 members (4 are women) who are elected by the General Body through a raise of hands. The Governing Body has a 5-year term.

Mr. Jata Shanker	Chairperson	M.A	Social Activist
Mr. Suresh Shahi	Vice Chairman	B.A. B. Ed	Agriculturist
Mr. Ashwini Kr. Shukla	General Secretary	B.Sc. B. Ed	Service
Mr. Lallan Ram	Member	B.A. L.L.B	Service
Dr. Ashok Kumar	Member	M.A., PhD	Principal
Mrs. Anita Mishra	Member	B.A.	Housewife
Ms. Priyanka Thakur	Member	M.A	Social Activist
Dr. Shivanand	Member	M.A. PhD	Agricultural Scientist
Mr. Ram Samhare	Member	B.A.	Social Activist
Mrs. Asha Tripathi	Member	B. A.	Social Activist
Smt. Snehanjali Das	Member	B. A.	Social Activist

Role of governing body in programme management

As per the organization rules the working committee/executive committee would be responsible for program implementation and management. The governing body is a mixture of executive & non-executive members. The working committee/executive committee is answerable to the governing board and the governing board monitors their work and has a right to terminate the working committee if its work is found unsatisfactory and re constitute a ideal committee for program management and implementation. The governing body sits twice a year, but an urgent meeting can be called when necessary. During the meeting the head of the working committee/executive committee would brief them about the progress of current project. The executive committee does the selection of the staffs, but the selection comes into effect when the advisory board approves it.

Organizational Structure



Major achievements of the organization in last five years

1. Ensured access to affordable and qualitative education to over 950 children from Urban and Rural locations of Gorakhpur. Practicing innovative concept of Bag less education to disburden school going kids of primary grades. Targeted to ensure health and all round development of kids
2. 100 Girls from underprivileged communities like SC, ST and minorities are being provided with free education and vocational training through its exclusive boarding school in Gorakhpur
3. 127 sustained Community based Organization established in 5 border districts of Uttar Pradesh that spearhead community actions on issues related to livelihood, rights and entitlements, health and education and caste based violence
4. Rescued 9,176 apparent victims being trafficked under the shadow of migration, successfully repatriated and reunified 8,900 victims within their family, and rehabilitated 276 survivors in NGO run homes
5. More than two lacs cross border migrants empowered resulting in safe and informed mobility and enhanced access to services at destination points
6. Over 2000 small and marginal farmers in mid Gangetic plains of UP trained in Low External Input Sustainable Agriculture and co-operative farming societies formed resulting in an enhanced socio-economic indicator among the targeted groups
7. Sustained community driven Swasthya Suchana Avam Seva Kendra established that caters the health needs of women and children in 53 underserved and flood prone villages of Jungle Kaudia block of Gorakhpur district.
8. 2190 children under age group 6-14 in Maharajganj district provided with immunization to prevent death and disability from Japanese Encephalitis

9.215 farming families in flood prone areas of Gorakhpur are adopting multi-layer and diversified cropping patterns resulting in enhanced food and livelihood security and also enhancing their coping mechanisms against climate change and natural disaster

10 18,000 women empowered to negotiate condom use with their sexual partners & provided them a tangible choice by promoting female condom that enhances dual protection

11. 40 street children provided with foundation education and vocational skills and reunified within their families in various parts of India

12. 960 out of school children provided with foundation education and later mainstreamed into formal schooling in Nichloul block

13. HIV+s were ensured access to treatment by linking them with local VCTC in Gorakhpur

14. A strong coalition of mass media (652 media personnel's) has been established to mould public and government opinion on issues that influences social and economic development of underprivileged community.

15. A strong South Asian level network of 1,410 NGOs working on human trafficking and safe migration established to promote collaboration and coordination within SAARC to combat cross border human trafficking.

Organizational Infrastructure

Brief information on office infrastructure

Office building:

Well-established head office with all amenities and 9 sector offices.

Furniture:

Valued at Rs 126019 as on 31.03.2003.

Computer:

14 computer sets, three HP Laser Printer, two HP Inject printer, one HP scanjet 2300 C scanner, One dot-matrix printer,

Vehicles:

Valued at 133840 as on 31.03.2003.

Others equipments:

Two generators 15kb, DVD/CD players, 29" color TV, telephone sets with intercom facility, fax and Modi Xerox machine etc.

Following are the offices of the organization:

- **Head Office:** Vikas Nagar Colony, Bargadwa, Gorakhpur-7, U.P.
- **Regional Office:** Sustainable Agriculture cum Demonstration Center, Rajpur, Campierganj, Gorakhpur
- **Liasoning Office:** 2/16, Gulmohar Road, Shipra Sun City, Indirapuram, Ghaziabad-201010 (U.P.)
- **Sector Office:** Near Hotel Niranjana-Sonauli & Nichloul Road, Thuthibari- Maharajganj
- **Sector Office:** Near Bus Station, Barhani & Aligarhawa-Siddharthnagar
- **Sector Office:** Rupaidhia, Baharaich

- **State Office:** C1/173, Sector 'C', Priyadarshini Colony, Sitapur Road, Lucknow-226020
- **State Office:** *CBATN-Bihar, House No.: 199, Siddheshwar Nagar Colony, Mainpura, Patna-800001*

Staff structure

Seva employs 110 staff and 180 volunteers across its various programmes. The male female ratio is 52:48. Most of the staff are recruited from local areas and are academically qualified professionals. Seva has never employed expatriate staff but had two VSO volunteers engaged in documentation and fund raising in 2000. The volunteers were evacuated after 6 months due to the Kargil war between India and Pakistan.

Human Resource involved in Various Programmes

Organization's Human Resources							
SL	Name of the Position	Project/ core program staff	Name of the Staff	Educational Qualification	Years of Association with the Organization	Gender	Work Experience/ Expertise
1	Executive Secretary/PD	Core Program	Mr. Rajesh Mani	MA Psychology	1988	Male	22
2	Dy. Executive Secretary/Director Resource	Core Program	Mr. Rakesh Nair	MSC Env. Science	2001	Male	8
4	Documentation Officer	Core Program	Mr. B.M. Tripathi	M.A. LT.	2001	Male	9
5	MIS Officer	Office Staff	Ms. Kiran	B.A.	1996	Female	14
6	Project Coordinator	Core Program	Mr. Shatrujeet Singh	B.A.	1996	Male	14
7	Project Coordinator	Core Program	Mr. Dharmendra Singh	B.A.	1996	Male	14
8	Finance Manager	Core Program	Mr. Satish Kumar Rai	M.Com.	2007	Male	2
9	Accountant	Accountant	Mr. Deelip Kumar Dubey	B.Com	2006	Male	3
10	H.R. Manager	Office Staff	Mr. Sriya Tripathi	B.A.	2008	Female	2
11	Computer Operator	Office Staff	Mr. S.B. Sagar	B.A.	2009	Male	1
12	Project Coordinator	Agriculture/Micro Credit Project	Mr. G.P. Tripathi	M.Sc.	1997	Male	13
13	BLF	Agriculture/Micro Credit Project	Mr. Abdul Quaaaim Khan	M.Sc.	2008	Male	2
14	BLF	Agriculture/Micro Credit Project	Mr. Rishikesh Shukla	M.Sc.	2008	Male	2
15	BLF	Agriculture/Micro Credit Project	Mr. Lalit Kumar Ojha	B.Sc.	2008	Male	2
16	BLF	Agriculture/Micro Credit Project	Mr. Pramod Tiwari	B.Sc.	2008	Male	2
17	BLF	Agriculture/Micro Credit Project	Mr. Manish Tiwari	B.Sc.	2008	Male	2
18	BLF	Agriculture/Micro Credit Project	Mr. Ram Jivan Ram	B.Sc.	2008	Male	2
19	BLF	Agriculture/Micro Credit Project	Mr. Prabhakar	B.Sc.	2008	Male	2

		Project	Verma				
20	BLF	Agriculture/Micro Credit Project	Mr. Babloo Verma	B. Sc.	2008	Male	2
21	BLF	Agriculture/Micro Credit Project	Mr. Rakesh Gupta	B.Sc.	2008	Male	2
22	Supervisor	Agriculture/Micro Credit Project	Mr. Durgesh Kashyap	B.A.	1997	Male	3
23	Programme Officer	Agriculture/Micro Credit Project	Mr. Ashutosh Mishra	MSW	2009	Male	1
24	Field Supervisor	Agriculture/Micro Credit Project	Dr. Rakesh Tiwari	M.A BMS	2009	Male	1
25	Field Supervisor	Agriculture/Micro Credit Project	Mr. Jayendra Gupta	B.Sc. Ag.	2009	Male	1
26	Field Supervisor	Agriculture/Micro Credit Project	Mr. Devtadeen Pandey	B.A.	2009	Male	1
27	Field Supervisor	Agriculture/Micro Credit Project	Mr. Manish Sharma	B.Sc.	2009	Male	1
28	Field Supervisor	Agriculture/Micro Credit Project	Mr. Shailendra Rai	M.Sc. Ag.	2009	Male	1
29	Field Supervisor	Agriculture/Micro Credit Project	Mr. Raj Kumar Bhatia	M.Sc. Ag.	2009	Male	1
30	Field Supervisor	Agriculture/Micro Credit Project	Mr. Abhishek Sharma	M.Sc. Ag.	2009	Male	1
32	Programme Officer	HIV/AIDS program among migrants, their spouse and potential migrants	Mr. Mayank Mishra	MSW, NET, M.Phil Social work	2009	Male	1
33	Field Supervisor	„	Mr. Ravi Pratap Pandey	M.A.	2009	Male	1
34	Field Supervisor	„	Mr. Suresh Gaur	M.A.	2009	Male	1
35	Center Incharge	„	Mr. Rajnish Dubey	B.A.	2009	Male	1
36	Volunteer	„	Ms. Chandrakala	Inter	2009	Female	1
37	Volunteer	„	Ms. Babita	Inter	2009	Female	11
38	Volunteer	„	Mr. Shramila	Inter	2009	Female	1
39	Volunteer	„	Mr. Balyogeshwar Patel	B.A.	2009	Male	1
40	Volunteer	„	Ms. Anjali Dayal	Inter	2009	Female	1
41	Advocacy and Liaisoning Officer, Lucknow	Anti trafficking project	Ms. Amita Singh	M.A.	2005	Female	4
42	Volunteer	„	Smt. Kanchan Bhatia	Inter	2006	Female	3
43	Volunteer	„	Mr. Pankaj Deepankar	Inter	2006	Male	3
44	Volunteer	„	Mr. Raj Kumar	Inter	2006	Male	3
45	Advocacy and Liaisoning Officer, Lucknow	„	Mr. Gyaneshwar Patel	MSW	2009	Male	1
46	Center Incharge	„	Mr. Jeet Narayan	M.A.	1996	Male	9
47	Volunteer	„	Ms. Praveen	Inter mediate	2002	Female	7
48	Volunteer	„	Ms. Suman	B.A.	2002	Female	7
49	Volunteer	„	Ms. Seema Nisha	B.A.	2002	Female	7

50	Volunteer	..	Ms. Shika Rana	Intermediate	2002	Female	7
51	Center Incharge	..	Mr. Navjyoti Tripathi	M.A.	2009	Male	1
52	Center Incharge	..	Mr. Ashwini Mishra	B .A.	1997	Male	13
53	Volunteer	..	Sri Radhey Shyam Tripathi	B.A.	2009	Male	1
54	Volunteer	..	Ms. Poonam Parajuli	Intermediate	2005	Female	4
55	Volunteer	..	Ms. Sunita Suvedi	Intermediate	2005	Female	4
56	Volunteer	..	Ms. Goma B.C.	Intermediate	2005	Female	4
57	Volunteer	..	Mr. Ashwini Mani	B.A.	2009	Male	1
58	Volunteer	..	Mr. Satish Kumar Mikshra	B.A.	2009	Male	1
59	Volunteer	..	Mr. Anuranjan Pandey	B.A.	2009	Male	1
60	Volunteer	..	Ms. Vandana Chilwal	Inter	2009	Female	1
61	Volunteer	..	Ms. Vimala Roka Magar	Inter	2009	Female	1
62	Volunteer	..	Ms. Shobha Bhandari	Inter	2009	Female	1
63	Volunteer	..	Mr. Buddh Kumar Rai	B.A.	2009	Male	1
64	Volunteer	..	Mr. Zafar Ansari	B.A.	2009	Female	1
65	Volunteer	..	Ms. Bhesh Kumari Adhikari (Vimala)	Inter	2009	Female	1
66	Volunteer	..	Ms. Tulsa Nirola	Inter	2009	Female	1
67	Volunteer	..	Mr. Chandra Shekhar Singh	M.A.	2009	Female	1
68	Volunteer	..	Ms. Rekha	Inter	2009	Female	1
69	Volunteer	..	Ms. Manju	Inter	2009	Female	1
70	Volunteer	..	Mr. Shrawan Kumar	Inter	2009	Male	1
71	Volunteer	..	Mr. Rajesh Bhagat	Inter	2009	Male	1

Systems in place for technical management

Collection: we use a mixture of PRA and base line data collection techniques in collection of data. We follow a set routine in the field namely

- ❖ Collection of relevant secondary data through visits to local government departments.
- ❖ Participatory mapping of groupings in the village, the assets and resources, people's perception of development, their credit needs incomes and seasonal variations etc. The community is involved in collecting and correcting data in a manner in which all can participate using instruments to which they are accustomed such as sticks, stones, seeds, colored powders, etc.
- ❖ Base line survey through questioner for interviewing representatives from each households
- ❖ Application of other PRA methods

Analysis: We use computer packages like M. Excess & M. Excel for facilitating analysis of data's. The mean and standard toll is used for analysis of data's. The matrix tool analyzes the information gathered through PRA.

Storage: We use web based graphical information system to store data of the project area and program implementation.

Project/Program reporting system in place

Reporting system: We developed a monthly reporting system for each project through which each worker submits his activity progress as per the monthly plan. These monthly reports are then compiled. These complied monthly reports are used to produce quarterly and annual report. We also document case studies of successful interventions, process documentation of innovative activities. At the end of each project impact documentation is

done and a comparative analysis is done the base line survey to unfold the impact of the project intervention.

Implementation system: As per the time line produced in the project the project coordinator in coordination with the project staffs develops proposal a monthly work plan. Each worker is assigned a specific activity to be carried out for the month. Each worker would submit a weekly and monthly progress report at the end of the month. These reports are reviewed when the team sits to chalk out the next month's work plan. The project coordinator as well as our internal monitoring team would make random visits to the field to monitor the progress and cross check the reports produced by the field workers. We have also introduced inter sector evaluating system for example the staffs of Sitapur sector would evaluate the progress of the project of the Campierganj sector. This would strengthen learning and replication and experience sharing.

Monitoring and Evaluation System

The organization has developed field based management information system like movement register, monthly action plan format, weekly reporting format, and monthly reporting format for monitoring purpose. A quarterly "Group monitoring workshop" is also be organized to gauge the progress of the project, the gaps that needed to be bridged, and come out with useful strategies that can boost the impact of the intervention. Furthermore, as per project the project coordinator in coordination with the project staffs develops proposal a monthly work plan. Each worker is assigned a specific responsibility to be carried out for the month. Each worker would submit a weekly and monthly progress report at the end of the month. These reports are reviewed when the team sits to chalk out the next month's work plan. The project coordinator as well as our internal monitoring team would make random visits to the field to monitor the progress and cross check the reports produced by the field workers. The Executive Director & Executive

Secretary of the organization devote 10% of their time in each project to streamline the efforts.

Systems in place for financial management

We have a separate bank account for each project and all payments are made through checks. The project coordinators would prepare a financial demand in accordance with the monthly work plan. This demand would be submitted to the accounts department at least one week before implementing the activity in the field. The demand would have to be approved by the Executive Secretary. When the workers submit their monthly progress reports they would also submit the voucher to the project coordinator. The project coordinator would submit the complied voucher of the month to the accountant. A quarterly financial expenditure report is prepared for each project. The salaries of the project staffs are paid through checks on receipt of their monthly progress report. At the end of the project a final audited financial statement is produced.

Current Programmes

Major Projects							
SL	Name of the project	Donor	Technical area of intervention	Geographic area	Amount of fund	Duration	Population covered
1	Group land ownership and collective farming	The World Bank	Land ownership, Livelihood and sustainable agriculture	8 Indo-Nepal border districts of Uttar Pradesh	Rs 89,10,310	24 months	480 socially excluded women and their families
2	Addressing social exclusion of Musahar Community	Awo International	Human rights, food security, Livelihood, health, women empowerment, micro credit	22 villages in Nichlaul Block of Maharajganj district	Rs 81,72,475	15 Months	704 Musahar Families
3	HIV/AIDS program among migrants, their spouse and potential migrants	PACT World	HIV and AIDS	Jungle kaudia Block of Gorakhpur district and Urban Gorakhpur	Rs 26,54,750	12 Months	8000 migrants in rural and urban Gorakhpur
4	Anti Human Trafficking program	Geneva Global INC	Human rights and Human Trafficking	4 Cross border points in Indo-Nepal border and 2 transport zones in Uttar Pradesh, Bihar & West Bengal	Rs 1,60,00,000	36 Months	34,020 cross border migrants and 1080 apparent victims
5	Safe Migration and migrant rights program	Dan Church Aid	Human rights and migrant rights	2 cross border point in Uttar Pradesh and Bihar	Rs 32,00,000	24 months	Cross Border Migrants from Nepal
6	Reducing death and disability among children from Japanese Encephalitis	Manos Unidas	Child health	Chaheri Gram Panchayat in Maharajganj	Rs 16,85,750	12 Months	2,190 children in age group of 6-14 years
7	Enhancing the health of women, children and adolescents through RCH life cycle approach	Population Foundation of India	Reproductive Child health	53 villages in Jungle Kaudia block of Gorakhpur district	Rs 70,13,256	36 months	51, 180 population
8	Promoting female condom through women self help groups	DFID	women health and Empowerment	5 Indo-Nepal border districts in Uttar Pradesh	Rs 57,00,000	12 Months	18,000 women and 400 SHGs
9	RACHA project	CARE	HIV and AIDS	Ranchi city	Rs 6,92,333	24 Months	Floating population in the city
10	Community nutrition and Polio eradication program	CARE	Integrated nutrition and health	Sitapur district	Rs 25,07,866	60 months	women and children

11	RACHNA project	CARE	Health and Nutrition	Barabanki	Rs 25,16,722	12 months	women and children
12	Running and managing selected hospitals in UP	UPHSDP	Reproductive Child health	Gorakhpur city	Rs 4,50,000	24 months	women and children
13	Empowering women SHGs in Gorakhpur Industrial Area	CFLI	women empowerment and livelihood	Gorakhpur city	Rs 28,32,650	24 months	Urban Women from poor locality
14	Community nutrition, health and food security program	UNICEF	Health, food security and Nutrition	16 ICDS block of Gorakhpur	Rs 75,00,000	24 Months	women and children
15	Primary school for children from socially excluded community	Japan Embassy	Child Education	Campianganj Block of Gorakhpur district	Rs 18,00,000	24 months	Children in the age group 4-12 yrs
16	Stop Trafficking Project	ADRA India	Human rights	2 cross border point in Uttar Pradesh and Bihar	Rs 45,00,000	12 Months	women and children
17	IUD Insertion	Population Service International	Family Planning	73 wards of Gorakhpur	Rs 2,00,000	3 months	9520 underprivileged women in Gorakhpur city
18	Cross Border partnership to combat trafficking	Oak Foundation	Human Rights	Uttarakhand and Uttar Pradesh	Rs 50,00,000	24 Months	Cross Border Migrants from Nepal
19	Child rights program	SKN Netherlands	Child rights	Nichloul block of Maharajganj district	Rs 12,00,000	12 Months	Drop out children and child victims
20	Community program to address gender violence	CARITAS India	Gender inequity and violence	Lakimpur, Shravasti and Lucknow	Rs 33,33,450	12 Months	Women and men
21	South Asia conference on Human Trafficking	Japan Foundation	Human Right	South Asian Countries	Rs 8,00,000	3 Months	NGOs from South Asia
22	Taking Care of Elderly	Help Age India	Old age citizen rights	Campianganj Block of Gorakhpur district	Rs 30,00,000	84 Months	50 old age citizens
23	School for girl children	Ministry of HRD	Girl education	Gorakhpur	Rs 18,00,000	36 Months	100 drop out girls
24	Empowering women through micro credit	RMK	women empowerment and livelihood	Gorakhpur	Rs 25,00,000	36 Months	women from underprivileged community
25	Women Literacy program	National Literacy Mission	Women literacy	Gorakhpur	Rs 10,00,000	12 Months	illiterate women
26	Bio-Block program	CAPART	Sustainable agriculture	Campianganj Block of Gorakhpur district	Rs 79,75,600	24 Months	200 small and marginal farmers

Associated Networks

- International HIV/AIDS Alliance, UK
- Peer Education Program of Los Angeles
- White Ribbon Alliance For Safe Mother Hood
- Q Web - A Women's Empowerment Base, Sweden
- GAATW, Thailand
- One World International
- Vital Voices, Washington
- IFOAM
- NFFOROAM
- Sadhan
- Cross border anti trafficking Network
- South Asia Forum Against Human Trafficking

■ Recognition

- SEVA was conferred with Bronze Medal (RED & WHITE BRAVERY AWARD) for its valiant effort in rescuing trafficked victims.\

- SEVA has been nominated as member of
 - Expert Committee in women and trafficking, formed by National Commission Of Women, New Delhi
 - Central Advisory Committee on Combating Child Prostitution formed by Dept. of Women and Child Development, Govt. of India, New Delhi
 - Joint cross border coordination committee to combat trafficking formed by the Ministry of Women, Child & Social Welfare, Govt. of Nepal
 - District Mahila Bal kalian Samiti, Gorakhpur

OUR MUTUAL PARTNERS AND SUPPORTERS

