

Manual 1

Particulars of organization, functions and duties

[Section 4(1)(b)(i)]

1 Name of the Organization :- North Maharashtra University,

2. Postal address of the main office, attached/subordinate office/ field units etc.

North Maharashtra University, Umavinager, Post Box No.80, Jalgaon, Dist Jalgaon. Pin. 425001. Website: -www.nmu.ac.in

Email – registrar@nmu.ac.in, registrar.nmu@gmail.com Phone No. 0257-2257100, 2258428, 2258429 Fax. – 0257-2258403, 2258406

3. Brief history and background for its establishment

This University was established vide Govt. Notification No UNM 1489/8233 (1) -UNI-3 Cell dated. 13th August 1990.w.e.f. 15th Aug. 1990 The North Maharashtra University was carved out of the Pune University on 15th August 1990 under the North Maharashtra University Act (NO.XXIX) of 1989, to establish and promote facilities for advanced and applied education, research in North Maharashtra Region

4 Jurisdiction of the Organization :- This University has been established for Jalgaon, Dhule and Nandurbar districts. (Appendix – 1)

5 Type of University - Affiliating University

6 No. of affiliated College :-178 affiliated colleges, 37 recognized institutes

1 **Act of the organization** - Maharashtra Universities Act, 1994

2 **Type of funding** – State Government and University Grants Commission.

9. Recognition –

By UGC u/s. 2 F Notification No. F.5-5/90(CPP) Dated 15 FEB 1991

By UGC u/s. 12 B Office Memorandum No. F.5-5/90(GPP-I) Dated MAY 1994

3 **Accreditation** – NAAC- accreditation four Star status vide Letter No.

NAAC/A&A/outcome/2001/0448 Dt. Jan. 19, 2001

4 **Name of Statutory officers**

Hon'ble Vice Chancellor	-	Prof. Dr. S.U.Meshram,
Registrar	-	Dr. D.G.Hundiwale
Controller Of Exam.(Offg.)	-	Dr. A.U.Borse
Director of BCUD	-	Dr. D.G.Hundiwale
Finance & Accounts Officer	-	Shri. D. M. Shinde
Director of Student Welfare	-	Shri. P.P.Ladhe

Director of Adult & Continuing Education Extn. Education -Shri. Shantaram Badgujar

12. Aims and objectives of the organization-

As per Maharashtra Universities Act 1994, Section 4 of the Act –

13. Mission /Vision –

To impart relevant quality higher education to the students, to groom them to be conscious researchers, technologists, professionals and citizens, bearing torch for disseminating knowledge in masses for sustainable socio-economic development of the society.

2 Organization Charts – (Appendix No. 2)

Officers of the University:

- i) As per section 9 of the Maharashtra University Act 1994
- ii) Other Officers of the university: -As per section 10 of the Maharashtra University Act 1994 (see clause 1 to 11)
- iii) Authorities of the University : - As per section 24 of the Maharashtra Universities act 1994 (see clause 1 to 11)

15. a) No of schools : 06

b) No of Departments in University: 11

16. No. of faculty Regular Contract Total Professor -09 --09 Reader 32 --32
Lecturer 40 10 50 **Total 81 10 91**

1 **No. of non teaching staff** --Class – I 37 Class – 2 24 Class – 3 252 Class – 4 95 Total **-408**

2 **Details of Service provided –**

3 **Duties to be performed to achieve the mission**

Sr. No.	Name of the Department	Services Provided
1	Administration	
a)	General Administration	1)Inward/Outward of university mail. 2)Sanitation (Provide sanitary services). 3)Security of the university assets. 4)Transportation 5)Meeting Section for Senate, Academic Council, and Management Council. 6)Central record room 7)DTP Unit
b)	Establishment:	1) Recruitment Teaching and Non-teaching . 2) Human Resource Management. 3) Human Resource Development. 4) Departmental inquiry. 5) Post retirement benefits.

2	Staff Approval B.C.CELL	Approval of college teacher. Carrier Advancement Scheme. a)To implement the reservation policy of the Government for the welfare of reserved category candidates. b)To collect data regarding the implementation of the policies in respect of admissions, appointments to teaching and non teaching positions in the university and in the affiliating colleges and analysis of the data showing the trends and changes towards fulfilling the required quota. c) To implement, monitor continuously and evaluate the reservation policy in the university, college and plan measures for ensuring effective Implementation of the policy and programs of the Government of India. d)To provide reservation for SC, ST, VJ/NT, SBC and OBC candidates in services as well as to improve the status of these peoples socially and educationally so that they can take their rightful place in the main stream of society. e) Roster verification of colleges and university , f) Grievance committee
3	Academic Administration BOS External	Academic Admission, Issue of Transfer Certificates, , revised syllabi & Curriculum. Faculties and Board of Studies. Academic administration for students of University Schools/ department. External Registration Unit.
4	Examination Eligibility	Pre & Post Examination work. Eligibility, Migrations Certificates
5	Finance	Finance, Accounts & Audit
6	B.C.U.D. Affiliation	Development proposals of affiliated colleges and University, M. Phil, Ph.D. unit. Teaching & Research units of University Department; Academic and administrative audit of university and affiliated colleges Extension and continuation of affiliation of colleges/institutes,
7	Adult and Continuing education	Capacity building, women empowerment, increase the standard of living of the society, Protection of environment, management of local resources. Interaction of the university with the industries, agriculture and society. Training programme for literacy, functional literacy, and computer literacy. Short term finance Courses.
8	Library	Provide Reference Books, Text book, Journals, internet facility to students, teachers and Researchers

9	Students welfare unit	Cultural programs, elections of students council, social awareness environment.
10	N.S.S,	NSS Special Camp, regular activities etc.
11	Construction	Constructions of university buildings, maintenance and repairs, gardening, guest house, supply of water supply & electricity etc. Allotment of Staff Quarters.
12	Public Relation Department Statistical	News publication, Uttamvidya, Lecture series, Right to information library & inward section for etc. Right to information. Annual report. Statistical Cell.
13	Legal Section	To Supervise and conduct all court cases relating to the University. To Provide legal opinion to the University. To file affidavits in court
14	Health Centre	Provide medical facilities to students, staff, Medical check up programs etc.
15	Sports Department :	Arrange sports activities for colleges, and university, to promote facility of games to the students of university jurisdictions.
16	Hostel	Hostel facilities for students.
17	Schools & Department	Teaching, Learning and Research

i) Powers and duties of University :-

The powers and duties of the university are prescribed under section 5 of the Maharashtra University act, 1994 ii) Powers and duties of the other officers as specified in the Maharashtra

Universities Act 1994 & standard code rules 1984, and a prescribed by university, and powers delegated by superior officers.

20. Map of office location – Appendix - 3

Physical Assets Statement of Land and Buildings

Land Are. 650 Acres

21. Working hours both for office and public

For Office.

10:00 am to 17:40 - Monday to Saturday

Lunch Break

13.30 to 14.00

Public Holidays

Sunday and 1st and 3rd Saturday are holidays

22. Grievance redressal mechanism -

I) Grievance Committee for Teaching and non-Teaching staff of the University and the affiliated colleges

As per Section 57 of Maharashtra Universities Act,

II) University and College Tribunal.

As per section 58 of the Maharashtra University Act, 1994

III) STUDENTS GRIEVANCES REDRESSAL COMMITTEE: (University Dept.)

In exercise of the powers conferred by section 80 read with sub-section (2) and (3) of section 55 of the Maharashtra Universities Act, 1994 The Management Council of the North Maharashtra University has made the students grievance redressal rules 2002 to Deal with the grievances of the students of North Maharashtra University studying in School / Dept./Centers,

.. updated on 010308