

Manual 1

Particulars of organization, functions and duties

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

- 1 **Name of the Organization** :- Sant Gadge Baba Amravati University, Amravati.
2. **Postal address of the main office, attached/subordinate office/ field units etc.**
Sant Gadge Baba Amravati University,
University Campus,
Amravati – 444602 (M.S.)
Website :- www.sgbau.ac.in
Email – reg@sgbau.ac.in (Registrar)
vc@sgbau.ac.in (Hon. Vice-Chancellor)
Phone No. (EPABX) 0721-2662358, 2662206, 2662207, 2662208, 2662249,
2662279, 2663468 to 2663470, 2663667
Fax. – 0721-2660949, 2662135.
3. **Brief history and background for its establishment** -

The Sant Gadge Baba Amravati University (formerly known as 'Amravati University') was established on 1st May, 1983 vide Amravati University Act, 1983 (Maharashtra Act No.XXXVII-1983) which was carved out of the Rashtasant Tukdoji Maharaj Nagpur University (formerly known as 'Nagpur University'), to establish as a measure in the decentralization and recognition of university education in the State of Maharashtra. Subsequently, the Maharashtra Universities Act, 1994 (As amended by the Mah.13 of 2000 & Mah.55 of 2000) came into force by repealing the Amravati University Act, 1983 under the provision section 115 of Maharashtra Universities Act, 1994.
- 4 **Jurisdiction of the Organization** :- This University has been established for Amravati, Akola, Buldhana, Yavatmal and Washim districts.
- 5 **Type of University** - Affiliating University
6. **Act of the organization** - Maharashtra University Act 1994
7. **Type of funding** – State Government and University Grants Commission.
8. **Recognition** – By UGC u/s. 12 B of UGC Act, 1956 vide letter No.F.5-6/839(CPP Desk-C) Dated 23rd November, 1990.
9. **Accreditation** – NAAC- accreditation at 'B' Grade vide Certificate of accreditation received alongwith Letter No. NAAC/DO/Certi/A&A/2003/4380, Dt. 6.1.2003 from Director, NAAC, Bangalore.

10. Name of Statutory officers

Hon'ble V.C	-	Dr. (Ms.) Kamal Singh
Registrar	-	Dr. K. G. Khamare
COE	-	Dr. B. R. Waghmare
Director of BCUD	-	Shri J. S. Deshpande
FAO	-	Shri G.G.Nagpure (I/c)

11. Aims and objectives of the organization-

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

12. Mission /Vision –

To strive for the realization of the goals beautifully spelt out by Pandit Jawaharlal Nehru when he says that, "a University stands for humanism, for tolerance, for the adventure of ideas & for its search of truth." It stands for onward March of human race for still higher objectives and to this end create centers of excellence within its ambit in all spheres of life for the growth of DNYAN and VIIDNYAN and to create a culture conducive to the realization of a just and fair society.

13. Organization Charts – (Enclosed Herewith)**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)

14. No. of faculty

Professor -	17	University Librarian	01
Reader	28	Asstt.Librarian	02
Lecturer	65	Director, Phy.Edu.	01
		Total	114

15. No. of non teaching staff --

Class – I	27
Class – 2	18
Class – 3	293
Class – 4	120
Total -	458

16. No. of affiliated Colleges – 286**17. No. of University Teaching Department - 22**

18. Details of Service provided –

Sr. No.	Name of the Department	Services Provided
1	<u>Administration</u>	
a)	<u>General Administration</u>	1) Inward/Outward of university mail. 2) Sanitation 3) Security Services 4) Transportation 5) Elections to the University Authorities 6) Senate & Management Council's meetings and their sub-committees. 7) The Work relating to Joint Board of Vice-Chancellors. 8) Parliamentary Questions – LAQs and LCQs etc. 9) Maintenance of Gardens
b)	<u>Establishment:</u>	1) Recruitment procedure of Teaching and Non-teaching staff. 2) Human Resource Management and Development 3) Departmental enquiries. 4) Post retirement benefits. 5) Allotment of staff quarters. 6) Management of University Guest House.
2.	<u>Legal Section</u>	1) To supervise and conduct all court cases related to University. 2) Work relating to Legal Advisory Committee.
3.	<u>Public Relation</u>	Work relating to Media, Lecture Series, General Enquiries, Publication of University Diary, Organisation of various University Functions, Right to Information Act.
4.	<u>B.C.CELL</u>	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 , grievance committee.
5.	<u>College</u>	Affiliation of Colleges, recognition of Institutions, Continuation of affiliation / recognition, extension of affiliation or recognition, permanent, affiliation and recognition, work relating to autonomous, withdrawal of affiliation or recognition, closure of the college or institute, approval of advertisements and recommendation of selection committees, work relating to Grievances, admissions to the students in the Colleges.
6	<u>Examinations</u>	<ol style="list-style-type: none"> 1) Enrolment of students. 2) Issue of Eligibility and Equivalence Certificate. 3) Work relating to pre-examinations such as scrutiny of examination forms, communication of deficiency in exam. Forms of students, appointment of examiners and conduct of practical examinations. 4) Preparation of Roll list etc. 5) Preparation and announcement of calender of examinations. 6) Conduct of Examinations. 7) Post Examination Work such as Valuation of Answer Books, Moderations, scrutiny and declaration / publication of results / tests. 8) Issuing of Xerox copy of answer books and work relating to redressal. 9) Publication of merit list. 10)Preparation of Mark Sheet and Degree Certificates. 11) Work related to Committee u/s 32(5)(a) and 32(6)(a) of the Act. 12)Work related to Board of Examination. 13)Work related to Research and Recognition of Committee (RRC) 14)Any other work related to examinations.
7	<u>Finance</u>	<ol style="list-style-type: none"> 1) Receipt of various fees, funds from Govt., UGC, Endowments, funding agencies, grants from any other agencies. 2) Issuance of payments of salary, payment of scholarships, preparation and issuance of models and prizes, payment of various advances, payment of T.A./D.A. 3) Any other work related to finances, accounts and audits.
8	<u>College and University Development</u>	<ol style="list-style-type: none"> 1) Development proposals of affiliated colleges and university, university teaching departments and research proposals to the various funding agencies. 2) Organisation of Refresher and Orientation Courses. 3) Preparation of perspective plan of the University. 4) Preparation of proposals regarding P.G.teaching departments, research, extension and collaborative programme.

		<p>5) Preparation of proposals for short term and long term courses.</p> <p>6) Prepare and to make available the annual report.</p> <p>7) Conduction of meetings of BCUD and BUTR.</p> <p>8) Work relating to permission, affiliation, recognition of colleges as prescribed u/s 81 to 92 of M.U.Act., 94.</p> <p>9) To organize Annual Magazine Competition of affiliated colleges.</p> <p>10) To provide financial assistance to the teacher as per UGC and Policy of the University.</p> <p>11) To depute the teachers to attend Conferences, Seminars etc.</p>
9	<u>Academic</u>	<p>1) To prepare and make available syllabus of various examination.</p> <p>2) To make and publish Gazette Part I and Part II.</p> <p>3) To prepare, get the approval and make available of the ordinances, rules and regulations of the academic matters of the university.</p> <p>4) To prepare and make available academic calender before the starting of academic session.</p> <p>5) Work related to all Board of Studies, Faculties and Academic Council meetings.</p>
10	<u>Central Administrative Services Unit</u>	<p>1) Central Admissions to teaching departments.</p> <p>2) To provide the facilities to the students in respect of various scholarships.</p> <p>3) To provide hostel admissions to students admitted to University Departments.</p> <p>4) Issuance of transfer, bonafide and character certificates.</p> <p>5) Issuance of identity cards railway concession, certificates.</p> <p>6) To provide facility to students in respect of sports activity.</p> <p>7) To provide assistance to the teacher in respect of academic and administrative services.</p> <p>8) To make available various brochure to the students for admission.</p>
10	<u>Library</u>	<p>Provide Reference Books, Text book, Periodicals manuscripts, journals, internet facility and library equipment to the students, Researchers</p> <p>2) To provide the facility for making references available to the students / researchers through INFLIBNET</p> <p>3) To provide the Xerox copies of references to the students on payment.</p>
11	<u>Students Welfare Unit</u>	<p>1) To provide various facilities for implementation of National Service Schemes.</p> <p>2) To provide facilities to the students for organizing various cultural programmes related to student activities.</p> <p>3) To Constitute Students Council and Union as per M.U.Act, 1994.</p> <p>4) To provide various social awareness programmes.</p>

		<p>5) To promote and encourage social, cultural literary activities with a view to fostering healthy corporate life in the student community.</p> <p>6) To supervise and generally guide the activity of student council.</p> <p>7) To act as an liaison between the various institutions and the student council for the purposes and planning, programmes and activities to relating to students' welfare.</p> <p>8) To make awareness in the students community –</p> <ol style="list-style-type: none"> a) various scholarships provided from the Students Welfare Fund of the University. b) Students Security Insurance Scheme. c) Rajiv Gandhi Insurance Scheme.
13	<u>Adult and Continuing education</u>	<p>Capacity building, women empowerment, increase the standard of living of the society.</p> <p>Protection of environment, Management of local resources, Interaction of the University with the industries, agriculture and society.</p> <p>Training programme for literacy, functional literacy, and computer literacy.</p>
14	<u>Engineering</u>	<p>1) To provide the accommodation to the various departments of the University.</p> <ol style="list-style-type: none"> 2) Construction of buildings, maintainance and repairs, water supply, electric services etc. 3) Maintenance of generators and Air Conditioners, motor pumps etc. 4) To maintain estate register of the university. 5) Work related to corporation taxes, insurance of the building and land acquisition cases.
15	<u>Health center</u>	<p>Provide medical facilities to students, staff, Medical check up programs etc.</p>
16	<u>Sports Department</u> :	<p>Arrange sports and cultural activities for colleges, university.</p> <ol style="list-style-type: none"> 2) To promote facility of games to the students of university jurisdictions. 3) To plan & organize inter-collegiate and inter-university tournaments. 4) To prepare and make available sports calendar at the beginning of the Academic Session. 5) To maintain swimming pool and provide swimming facility to the swimmers. 6) To maintain the university playground and provide it to the players.

		<ul style="list-style-type: none"> i. To maintain university gym and provide facility to the aspirants. ii. To issue the certificate of the various sports and cultural activities. iii. To conduct and implements its decision of Physical education and Recreation Board. iv. To provide the medical check up facilities to the students of affiliated colleges.
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19. Duties to be performed to achieve the mission

- i) Powers and duties of University :-
As per section 5 of the Maharashtra Universities Act 1994 following are the powers and duties of the University.
sec 1 to 60
- ii) Powers and duties of the other officers as specified in the Maharashtra Universities Act 1994 & standard code rules 1984, as powers delegated by superior officers.

20. Map of office location – (Enclosed herewith)

Physical Assets Statement of Land and Buildings
Land Aread 470 Acres (Others enclosed .)

21. Working hours both for office and public

For Office.

10:30 to 18:10 - Monday to Saturday
Sunday and 2st and 4rd Saturday are holiday

For Public.

10:30 to 18:10 - Monday to Saturday
Sunday and 2st and 4rd Saturday are holiday .

- i) Cash Receipt Counter 11:00 am to 15:00 pm.
- ii) Other department Center 10:30 am to 18:10 pm.

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, 1994 the provision of redressal of grievances of teaching and non teaching employee of the University and affiliated colleges.

- II) University and College Tribunal as per section 58 of M.U.Act, 1994.
- III) STUDENTS GRIEVANCES REDRESSAL COMMITTEE:

In exercise of the powers conferred by section 80 read with sub-section (2) and (3) of section 66 of the Maharashtra Universities Act, 1994 The Management Council of the Sant Gadge Baba Amravati University made the students grievance redressal rule 2002 to Deal with the grievances of the students of Sant Gadge Baba Amravati University studying in School / Dept./Centers affiliated colleges, conducted colleges and Recognize institutions.