

# 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](http://www.sgbau.ac.in)  
 Email – [reg@sgbau.ac.in](mailto:reg@sgbau.ac.in) (Registrar)  
[vc@sgbau.ac.in](mailto:vc@sgbau.ac.in) (Hon. Vice-Chancellor)  
 Phone No. 0721-2992514, 2992518, 2992519, 2665061, 2668133, 2668191, 2668120, 2668145, **Toll Free No.** 0721-2668115,
3. **Brief history and background for its establishment -**  

This Sant Gadge Baba Amravati University (formerly known as ‘Amravati University’) was established on 1<sup>st</sup> May, 1983 vide Amravati University Act, 1983 (Maharashtra Act No.XXXVII-1983) which was carved out of the Rashtrasant Tukdoji Maharaj Nagpur University on (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 of section 115 of Maharashtra Universities Act, 1994. Currently Maharashtra Public University Act, 2016 came into force by repealing Maharashtra University Act, 1994.
- 4 **Jurisdiction of the Organization** :- This University has been established for Amravati, Akola, Buldhana, Yavatmal and Washim districts.
- 5 **Type of University -** State University
6. **Act of the organization -** Maharashtra Public University Act, 2016.
7. **Type of funding –** State Government and University Grants Commission. RUSA etc.,
8. **Recognition –** By UGC u/s. 12 B of UGC Act, 1996 vide letter No.F.5-6/839(CPP Desk-C) Dated 23<sup>rd</sup> November, 1990.
9. **Accreditation –** NAAC-accredited ‘B’++ Grade vide Letter No. NAA/WH/Cert-4<sup>th</sup> Cycle/EC(125<sup>th</sup>SC)/MHUNG10062//2022 Dt.18.11.2022 from Director, NAAC, Bangalore.

**10. Officers of the University**

1) Hon'ble Chancellor	-	Hon'ble- Shri. Acharya Devvrat (Additional Charge)
2) Hon'ble Vice Chancellor	-	Dr.M.A.Barhate
3) Hon'ble Pro-Vice-Chancellor	-	Dr.M.P.Dhore
4) Registrar	-	Dr.A.M.Asanare
5) Deans of Faculties		
1) Science & Technology	-	Dr.H.R.Deshmukh
2) Commerce & Management	-	Dr.D.W.Nichit
3) Humanities	-	Dr.M.M.Chimote
4) Inter Disciplinary Studies	-	Dr.Mrs.V.P.Gudadhe
6) Director of Board of Examination	-	Dr.N.A.Koli
7) Finance & Accounts Officer	-	C/A P.V.Deshpande
8) Director of sub-Campus of the Uni.	-	Vacant
9) Dir. of Innovation, Incubation & Linkages-		Dr.A.S. Lad
10) Director, Knowledge Resource Center	-	Dr.Mrs. V.P.Gudadhe (Acting)
11) Director of Lifelong Learning & Extension	-	Dr.Shrikant Patil
12) Director of Students' Development	-	Dr.R.A.Borkar
13) Director of Sports and Phy. Edn. -		Dr.T.S.Raut (Acting)
14) Director of National Service Scheme	-	Dr.Nilesh Kadu

**11. Aims and objectives of the organization-**

As per the objectives laid down in the Section 4 of Maharashtra Public Universities Act, 2016 -

**12. Mission Statement -**

"The mission of Sant Gadge Baba Amravati University is to contribute to the society through the pursuit of education, learning and research at the highest level of excellence."

**13. Organization Charts - (Enclosed Herewith)****Officers of the University:**

- i) As per section 9 of the Maharashtra Public University Act, 2016
- ii) Other Officers of the university: - As per section 10 of the Maharashtra Public University Act, 2016 (see clause 1 to 14)
- iii) Authorities of the University : - As per section 26 of the Maharashtra Public University Act, 2016 (see clause 1 to 18)

**14. No. of faculty**

Professor -	17
Associate Professor	29
Assistant Professor	65

**Non-Vacational Academic Staff**

Director, Knowledge Resource Centre	01
Director, Phy.Edu.	01
Dean	02
Asstt. Librarian	02
Director, Lifelong Learning & Ext	01
Director of Inno, Incub & Linkages	01
Director of Students' Development	01
Head, Computer Centre	01
Information Scientist	01
System Analyst	02

**Total****111****Total****13**

**15. No. of non teaching staff --**

Class – I	40
Class – 2	29
Class – 3	263
Class – 4	152
<b>Total -</b>	<b>484</b>

**16. No. of affiliated Colleges – 441**

<b>Model Degree College, Buldhana</b>	<b>01</b>
(Constituted college of University)	

**17. No. of University Teaching Department - 29****18. Details of Service provided –**

<b>Sr. No.</b>	<b>Name of the Department</b>	<b>Nature of Work undertaken</b>
<b>1</b>	<b><u>Administration</u></b>	
<b>a)</b>	<b><u>General Administration</u></b>	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) Xerox Centre 9) Convocation
<b>b)</b>	<b><u>Establishment:</u></b>	1) Recruitment procedure of Teaching and Non-teaching staff. 2) Human Resource Management and Development 3) Departmental enquiries. 4) Post retirement benefits.
<b>2.</b>	<b><u>Legal Section</u></b>	1) To supervise and conduct all court cases related to University. 2) Parliamentary Questions – LAQs and LCQs etc. 3) Work relating to Legal Advisory Committee.
<b>3.</b>	<b><u>Public Relation Office</u></b>	1) Work relating to Media, Lecture Series, General Enquiries, Publication of University Diary, Organisation of various University Functions, Right to Information Act. 2) Celebration of National events & Birth Anniversaries as well as Death Anniversaries of great sons of the country. 4) To maintain a record of various news items regarding university activity. 5) Nodal Officer for Starred/Unstarred questions of Loksabha, Rajyasabha, Vidhan Sabha & Vidhan Parishad questions & other correspondence with Mantralaya and Director(H.E.), Pune Office.
	<b><u>B.C.CELL</u></b>	1) To implement the reservation policy of the Government for the welfare of reserved category candidates. 2) To collect data regarding the implementation of the policies

Sr. No.	Name of the Department	Nature of Work undertaken
		<p>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.</p> <p>3) 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.</p> <p>4) To observe reservation for SC, ST, VJ/NT, SBC and OBC candidates in services.</p> <p>5) Roster verification of colleges and university.</p> <p>6) As per proforma attached to G.R. No. BCC2009/Pr.Kr.291/09/16-B, dt.5.11.2009, Roster of Colleges and university are being scrutinized by this cell and recommend to the Asstt.Commissioner of B.C.Cell.</p>
5.	<b><u>a) College</u></b>	<p>Acceptance of application forms for opening of new Colleges, Subject/Courses/Faculties/Additional Sections and forwarded it to the Govt. after approval of competent authority. First time affiliation of Colleges, Subject/Courses/Faculties, recognition of Institutions, Continuation of affiliation, Permanent and recognition, work relating to autonomous to the affiliated colleges/Institutions, withdrawal of affiliation or recognition, closure of colleges or institute approval of advertisement for the post of Principal/ Professor/Asstt. Professor/ Librarian /Director of Physical Education and appointment of Selection Committees for the same posts, approval to the recommendations of selection committees, appointment of Selection Committees for placement of Teachers in Sr.Scale, Selection Grade and Reader grade, work relating to admissions to students in the colleges, work of consideration of grievances of Teachers and employees of University/ Colleges as per provision of section 79 of M.P.U.Act,2016, condonation of break in service of Teachers and employees of colleges &amp; various correspondence with Government and Director of Higher Education for providing information desired by them time to time.</p> <p>Above work is related to the 441 colleges affiliated to the University up to date.</p>
	<b><u>b) Development</u></b>	<p>1) Development proposals of affiliated colleges and university, university teaching departments and research proposals to the various funding agencies.</p> <p>2) Organisation of Refresher and Orientation Courses.</p> <p>3) Preparation of perspective plan of the University.</p> <p>4) Preparation of proposals regarding P.G.teaching departments, research, extension and collaborative programme.</p> <p>5) Preparation of proposals for short term and long term courses.</p> <p>6) Prepare and to make available the annual report.</p>

Sr. No.	Name of the Department	Nature of Work undertaken
		7) Work relating to permission, affiliation, recognition of colleges as prescribed u/s 107 to 124 of M.P.U.Act., 2016. 8) To organize Annual Magazine Competition of affiliated colleges. 9) To provide financial assistance to the teacher as per UGC and Policy of the University. 10) To depute the teachers to attend Conferences, Seminars etc.
6	<b><u>Examinations</u></b>	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 48(1)(h) and 48(5)(a) of the Act. 12) Work related to Board of Examination. 13) Work related to Research and Recognition of Committee (RRC) 14) Vidyarthi Suvidha Kendra 15) To make and Public Gazzeete Part III 16) Any other work related to examinations.
7	<b><u>Finance</u></b>	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. 4) Power Jyoti Current Account 5) To prepare Annual Budget and Supplementary Budget 6) To prepare Annual Account.
8	<b><u>Academic</u></b>	1) To prepare and make available syllabus of various examination in view of manded of apex bodies . 2) To make and publish Gazette Part I and Part II. 3) To prepare, get the approval and make available of the ordinances, rules and regulations of the academic matters of

Sr. No.	Name of the Department	Nature of Work undertaken
		<p>the university.</p> <p>4) To prepare and make available academic calendar before the starting of academic session.</p> <p>5) Work related to all Board of Studies, Faculties and Academic Council meetings.</p>
9	<b><u>Central Administrative Services Unit</u></b>	<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) Issuance of transfer, bonafide and character certificates.</p> <p>4) Issuance of identity cards railway concession, certificates.</p> <p>5) To provide facility to students in respect of sports activity.</p> <p>6) To make available various brochure to the students for admission.</p> <p>7) Submission of examination forms of students and distribution of results.</p> <p>8) Organisation of various entrance examinations (LLB, M.Sc. Bio-Tech., M.Tech.)</p>
10	<b><u>Knowledge Resource Centre</u></b>	<p>1) Provide Reference Books, Text book, Periodicals manuscripts, journals, internet facility and library equipment to the students, faculties and 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	<b><u>Students Development &amp; NSS</u></b>	<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.P.U.Act, 2016.</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> <p>a) various scholarships provided from the Students Welfare Fund of the University.</p> <p>b) Students Security Insurance Scheme.</p> <p>c) Rajiv Gandhi Insurance Scheme.</p>

Sr. No.	Name of the Department	Nature of Work undertaken
12	<b><u>Lifelong Learning &amp; Extension</u></b>	<ul style="list-style-type: none"> <li>(1) to implement policies and recommendations of the Board of Lifelong Learning and Extension;</li> <li>(2) to promote research in the field of lifelong learning, value education, life skills for adults and senior citizens, and for longevity;</li> <li>(3) to organize lower level skills development programmes for training female and male nurses to handle elderly patients or terminally ill patients;</li> <li>(4) to organize the teaching programmes which include certificate and diploma programmes for graduate students and advanced diploma programmes at post-graduate level in value education and longevity;</li> <li>(5) to organize post-graduate teaching programmes exclusively in the domain of value education and life skills for adults and senior citizens;</li> <li>(6) to organize and co-ordinate awareness activities for adults and senior citizens on life skills for coping with old age, information on social organization and Government Schemes for elderly persons and briefing on home for the aged;</li> <li>(7) to undertake any other task as may be assigned by the university authorities so as to carry out objectives of the Board for Lifelong Learning and Extension;</li> <li>(8) exercise such other powers and performs such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor and Pro-Vice-Chancellor, from time to time.</li> </ul>
13	<b><u>Engineering</u></b>	<ul style="list-style-type: none"> <li>1) Construction of buildings, maintenance and repairs, water supply, electric services etc.</li> <li>2) Maintenance of generators and Air Conditioners, motor pumps etc.</li> <li>3) Buildings and Works Committee</li> <li>4) To maintain estate register of the university.</li> <li>5) Work related to corporation taxes, insurance of the building and land acquisition cases.</li> <li>6) Allotment of staff quarters.</li> </ul>
14	<b><u>Health center</u></b>	Provide medical facilities to students, staff, Medical check up programs etc.
15	<b><u>Sports &amp; Physical Education</u></b>	<ul style="list-style-type: none"> <li>1) Arrange sports and cultural activities for affiliated colleges directed by Board.</li> <li>2) To promote facility of games to the students of university jurisdictions especially to university representatives.</li> <li>3) To plan &amp; organize inter-collegiate and inter-university tournaments.</li> <li>4) To prepare and make available sports calendar at the beginning of the Academic Session.</li> <li>5) To maintain swimming pool and provide swimming facility to the swimmers.</li> <li>6) To maintain the university playground and provide it to the players.</li> </ul>

Sr. No.	Name of the Department	Nature of Work undertaken
		i. To maintain university gym and provide facility to the aspirants. ii. To issue the certificate of the various Inter Collegiate & Inter University Tournament sports and cultural activities. iii. To conduct and implements the decision of Physical education and Recreation Board. iv. To provide the medical forms to the affiliated colleges. And to collect the Medical Report.
16	<u>University Hostels</u>	To provide Hostel admissions to students admitted to University Departments.

### **19. Duties to be performed to achieve the mission**

i) Powers and duties of University :-

As per section 5 of the Maharashtra Public University Act, 2016 following are the powers and duties of the University.

#### **Sub sec. 1 to 83 of section 5**

ii) Powers and duties of the other officers as specified in the Maharashtra Public University Act, 2016 & Maharashtra Civil Services Rules, 1981 (MCSR), as powers delegated by superior officers.

### **20. Map of office location – (Enclosed herewith)**

Physical Assets Statement of Land and Buildings

Land Area 470 Acres (Others enclosed .)

### **21. Working hours both for office and public**

#### **For Office.**

10:30 to 18:10 - Monday to Saturday

Sunday and 2<sup>nd</sup> and 4<sup>th</sup> Saturday are holiday

#### **For Public.**

10:30 to 18:10 - Monday to Saturday

Sunday and 2<sup>nd</sup> and 4<sup>th</sup> Saturday are holiday .

i) Cash Receipt Counter 11:00 am to 15:00 pm. and 16.00 p.m. to 17.00 p.m.

ii) Other department Center 10:30 am to 18:10 pm.

### **22. Grievance of teachers & Employees -**

#### **I) Grievance Committee for Teachers and Employees of the University and the affiliated colleges**

As per Section 79 of Maharashtra Public University Act, 2016 the provision of redressal of grievances of Teachers and employees of the University and affiliated colleges.

#### **II) University and College Tribunal as per section 80 of M.P.U.Act, 2016.**

#### **III) STUDENTS GRIEVANCES REDRESSAL CELL :**

As per section 56(2)(b) read with section 87 of Maharashtra Public University Act, 2016, there is a provision of Students Grievances Redressal Cell, and the mechanism is as prescribed by the Statute.