

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 – registrar@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 -**

This 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 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.

- 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 Universities Act, 1994

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

- 8. Recognition** – By UGC u/s. 12 B of UGC Act, 1996 vide letter No.F.5-6/839(CPP Desk-C) Dated 23rd November, 1990.

- 9. Accreditation** – NAAC-accredited ‘A’ Grade vide Letter No. F.19.26/EC(SC-11)/DO/2016/14.3, Dt.20.01.2016 from Director, NAAC, Bangalore.

10. Name of Statutory officers

Hon'ble V.C.	-	Dr. M.G.Chandekar
Hon'ble Pro-V.C.	-	Vacant
Registrar	-	Dr.AJAY P.DESHMUKH
COE	-	Dr. J.D.Wadate
Director of BCUD	-	Prin.Dr.R.S.Jaipurkar
FAO	-	Dr.S.R.ASWALE
Director of Students' Welfare	-	Dr.G.G.MALTE

11. Aims and objectives of the organization-

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

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 Universities Act, 1994

ii) Other Officers of the university: - As per section 10 of the Maharashtra Universities 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 – Non-Vacational Academic Staff

Professor -	17	University Librarian	01
Associate Professor	29	Asstt. Librarian	02
Assistant Professor	65	Director, Phy.Edu.	01
		Director, Adult & Cont. Edn.	01
		Head, Computer Centre	01
		Information Scientist	01
		System Anylist	02
Total	111	Total	09

15. No. of non teaching staff --

Class – 1	40
Class – 2	29
Class – 3	274
Class – 4	152
Total -	495

16. No. of affiliated Colleges – 413

Model Degree College, Buldhana

01

17. No. of University Teaching Department - 24**18. Details of Service provided –**

Sr. No.	Name of the Department	Nature of Work undertaken
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) Xerox Centre 9) Convocation
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) Health Centre for University employees & students.
2.	<u>Legal Section</u>	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.
3.	<u>Public Relation</u>	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. 3) Vidyarthi Suvidha Kendra 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.
	<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

		<p>measures for ensuring effective Implementation of the policy and programs of the Government of India.</p> <p>d) To observe reservation for SC, ST, VJ/NT, SBC and OBC candidates in services.</p> <p>e) Roster verification of colleges and university.</p> <p>f) 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.	<p><u>College & University Development</u> <u>a) College</u></p>	<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 Teaching and non-teaching staff of University/ Colleges as per provision of section 57 of M.U.Act, 1994, condonation of break in service of Teaching/ Non-teaching Staff of colleges & 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 4.4 colleges affiliated to the University up to date.</p>
	<p><u>b) Development</u></p>	<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. 5) Preparation of proposals for short term and long term courses. 6) Prepare and to make available the annual report. 7) Conduction of meetings of BCUD and BUTR. 8) Work relating to permission, affiliation, recognition of colleges as prescribed u/s 81 to 92 of M.U.Act., 94. 9) To organize Annual Magazine Competition of affiliated colleges.

		<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>
6	<u>Examinations</u>	<p>1) Enrolment of students.</p> <p>2) Issue of Eligibility and Equivalence Certificate.</p> <p>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.</p> <p>4) Preparation of Roll list etc.</p> <p>5) Preparation and announcement of calender of examinations.</p> <p>6) Conduct of Examinations.</p> <p>7) Post Examination Work such as Valuation of Answer Books, Moderations, scrutiny and declaration / publication of results / tests.</p> <p>8) Issuing of Xerox copy of answer books and work relating to redressal.</p> <p>9) Publication of merit list.</p> <p>10) Preparation of Mark Sheet and Degree Certificates.</p> <p>11) Work related to Committee u/s 32(5)(a) and 32(6)(a) of the Act.</p> <p>12) Work related to Board of Examination.</p> <p>13) Work related to Research and Recognition of Committee (RRC)</p> <p>14) Any other work related to examinations.</p>
7	<u>Finance</u>	<p>1) Receipt of various fees, funds from Govt., UGC, Endowments, funding agencies, grants from any other agencies.</p> <p>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.</p> <p>3) Any other work related to finances, accounts and audits.</p> <p>4) Power Jyoti Current Account</p>
8	<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</p>

		Academic Council meetings.
9	<u>Central Administrative Services Unit</u>	<ol style="list-style-type: none"> 1) Central Admissions to teaching departments. 2) To provide the facilities to the students in respect of various scholarships. 3) Issuance of transfer, bonafide and character certificates. 4) Issuance of identity cards railway concession, certificates. 5) To provide facility to students in respect of sports activity. 6) To make available various brochure to the students for admission. 7) Submission of examination forms of students and distribution of results. 8) Organisation of various entrance examinations (LLB, M.Sc. Bio-Tech., M.Tech.)
10	<u>Library</u>	<ol style="list-style-type: none"> 1) Provide Reference Books, Text book, Periodicals manuscripts, journals, internet facility and library equipment to the students, faculties and Researchers. 2) To provide the facility for making references available to the students / researchers through INFLIBNET 3) To provide the Xerox copies of references to the students on payment.
11	<u>Students Welfare Unit</u>	<ol style="list-style-type: none"> 1) To provide various facilities for implementation of National Service Schemes. 2) To provide facilities to the students for organizing various cultural programmes related to student activities. 3) To Constitute Students Council and Union as per M.U.Act, 1994. 4) To provide various social awareness programmes. 5) To promote and encourage social, cultural literary activities with a view to fostering healthy corporate life in the student community. 6) To supervise and generally guide the activity of student council. 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. 8) To make awareness in the students community – <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.
12	<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,</p>

		agriculture and society. Training programme for literacy, functional literacy, and computer literacy.
13	<u>Engineering</u>	1) Construction of buildings, maintenance and repairs, water supply, electric services etc. 2) Maintenance of generators and Air Conditioners, motor pumps etc. 3) To maintain estate register of the university. 4) Work related to corporation taxes, insurance of the building and land acquisition cases. 5) Allotment of staff quarters.
14	<u>Health center</u>	Provide medical facilities to students, staff, Medical check up programs etc.
15	<u>Physical Education & Recreation</u>	1) Arrange sports and cultural activities for affiliated colleges directed by Board. 2) To promote facility of games to the students of university jurisdictions especially to university representatives. 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. 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 Universities Act 1994 following are the powers and duties of the University.

Sub sec. 1 to 60 of section 5

ii) Powers and duties of the other officers as specified in the Maharashtra

Universities Act 1994 & 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 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 2nd and 4th Saturday are holiday

For Public.

10:30 to 18:10 - Monday to Saturday
Sunday and 2nd and 4th Saturday are holiday .

- i) Cash Receipt Counter 11:00 am to 15:00 pm. and 17.00 p.m. to 18.00 p.m.
- 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 redreassal 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 Recognized institutions.