



**KAVAYITRI BAHINABAI
CHAUDHARI NORTH
MAHARASHTRA UNIVERSITY,
JALGAON**
Umavinagar, Jalgaon- 425 001
(Maharashtra) India.

Manual 1

Particulars of organization, functions and duties
Right to Information Act, 2005
under [Section 4(1)(b)(i)]

Manual

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Particulars of organization, functions and duties [Section 4(1)(b)(i)]

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| 1. | Name of the Organization | Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon |
| 2. | Postal address of the main office | Umavinager, Jalgaon, Dist Jalgaon. Pin. 425001 |
| 3. | Website | www.nmu.ac.in |
| 4. | Email | registrar@nmu.ac.in |
| 5. | Phone No. | 0257- 2257214, 0257-2257215 |
| 6. | Fax. | 0257-2258406 |
| 7. | Brief history and background for its establishment : The Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon (Formerly known as North Maharashtra University, Jalgaon) established on 15th August, 1990 under the Maharashtra Universities Act, XXIX of 1989 and its name extended vide Maharashtra State Government Gazette dated 11 th August,2018, started its academic and administrative functioning from the academic year 1991-92. Within the span of 3 years, the University is recognized under section 2 (f) in 1991 and 12 (B) in 1994 under the University Grants Commission (UGC) Act, 1956. The jurisdiction of the University is extended over three districts i.e. Jalgaon, Dhule and Nandurbar, a pre-dominantly tribal and rural area of <i>Khandesh</i> region. The University has opened it's doors of higher education to mostly "first generation learners" of this area. Access, equity and academic excellence are the thrust areas of the University's educational endeavor. Presently, Prof. P. P. Patil is the Vice-Chancellor. | |
| 8. | Jurisdiction of the Organization | This University has been established for Jalgaon, Dhule and Nandurbar districts. |
| 9. | Type of University | State University, Teaching and Affiliating University |
| 10. | No. of affiliated College | 196 affiliated college and 23 recognized institutes |
| 11. | Act of the organization | Maharashtra Public Universities Act,2016 |
| 12. | Type of funding | State Government and University Grants Commission |
| 13. | Recognition | 1. By UGC u/s. 2 F Notification No. F.5-5/90(CPP) Dated 15 FEB 1991 2. By UGC u/s. 12 B Office Memorandum No. F.5-5/90(GPP-I) Dated May,1994 |
| 14. | Accreditation | NAAC- accreditation with CGPA of 3.11 on four point scale at 'A' Grade issued on December 7, 2015 |
| 15. | OFFICERS OF THE UNIVERSITY (Statutory Officers): | |
| 16. | The Chancellor | The Governor of Maharashtra, India |
| 17. | Vice-Chancellor | Prof. P.P.Patil |
| 18. | Pro-Vice-Chancellor | Prof. P.P.Mahulikar |
| 19. | Registrar | Prof. B. V. Pawar (Offg.) |
| 20. | Deans of Faculties : | |
| | (i) Faculty of Science and Technology | Prof. A.B.Chaudhari |
| | (ii) Faculty of Commerce and Management | Prin. P. P. Chhajed (Acting) |
| | (iii) Faculty of Humanities | Prin. P. M. Pawar (Acting) |
| | (iv) Faculty of Inter-disciplinary Studies | Prin. L.S. More (Acting) |
| 21. | Director of Board of Examinations and Evaluation | Shri. B. P. Patil |
| 22. | Finance and Accounts Officer | Dr. V.V. Katdare (Offg.) |
| 23. | Director of Sub-campus of the University | Vacant |

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| 24. | Director of Innovation, Incubation and Linkages | Vacant |
| 25. | Director Knowledge Resource Center | Dr. A.N.Chikate |
| 26. | Director of Lifelong Learning and Extension | Prof. M. R. Joshi (Offg.) |
| 27. | Director of Students' Development | Dr. S.B. Salve |
| 28. | Director of Sports and Physical Education | Offg.Dr. D. A. Patil |
| 29. | Director of National Service Scheme | Dr. P.S.Nannvare |
| 30. | Aims and objectives of the organization | As per Maharashtra Public Universities Act, 2016 Section – 4 |
| 31. | 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 |
| 32. | Officers of the University | As per Chapter III of the Maharashtra Public Universities Act 2016 |
| 33. | Other Officers of the university | As per section 10 of the Maharashtra Public Universities Act 2016 |
| 34. | Authorities of the University | As per section 26 of the Maharashtra Public Universities Act 2016 |
| 35. | a) Number of schools b) Number of Institutes c) Number of Sub-centers d) Number of Administrative Departments in University | 14 02 04 34 |
| 36. | Duties to be performed to achieve the mission | As per section 5 of the Maharashtra Public Universities Act 2016. |
| 37. | Map of office location | Physical Assets Statement of Land and Buildings Land Are. 660 Acres |
| 38. | 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 List of other public holidays published on University website time to time. |
| 39. | Grievance redressal mechanism : | |
| 40. | I) Grievance Committee for Teaching and non-Teaching staff of the University and the affiliated colleges | As per section 79 of the Maharashtra Public Universities Act 2016 |
| 41. | University and College Tribunal. | As per section 80 of the Maharashtra Public University Act 2016 |
| 42. | Students Grievances Redressal Committee: (University Dept.) | In exercise of the powers conferred by per sub-clause (b) of sub-section (2) of section 56 and Section 87 of the Maharashtra Public Universities Act, 2016 |

| 43. (a) | Teaching Post | Government Fund Position | | |
|------------|---------------------|--------------------------|-----------|-----------|
| | | Sanctioned | Filled | Vacant |
| | Professor | 14 | 06 | 08 |
| | Associate Professor | 27 | 21 | 06 |
| | Assistant Professor | 62 | 55 | 07 |
| | Director K.R.C. | 01 | 01 | 00 |
| | Total | 104 | 83 | 21 |

| 43. (b) | Teaching Post | University Fund Position | | |
|------------|--------------------------------------|--------------------------|-----------|-----------|
| | | Sanctioned | Filled | Vacant |
| | Assistant Professor (Contractual) | 69 | 69 | 00 |
| | Total | 69 | 69 | 00 |

| 43. (c) | Teaching Post | Government Fund Position | | |
|------------|--------------------------------------|--------------------------|-----------|-----------|
| | | Sanctioned | Filled | Vacant |
| | Assistant Professor (Contractual) | 15 | 13 | 02 |
| | Total | 15 | 13 | 02 |

As per G.R. dated on 04.12.2009

| 44. (a) | Non teaching staff | Government Fund Position | | |
|------------------------------|--|--------------------------|----------------|---------------|
| | | Sanctioned | Filled | Vacant |
| | Class - 1 (Including Statutory Posts) | 40+6* | 22+4* | 18+2* |
| | Class - 2 | 24+2* | 13 | 11+2* |
| | Class - 3 | 224+44* | 213+20* | 12+23* |
| | Class - 4 | 130 | 122 | 08 |
| | Total - | 418+52* | 370+24* | 49+27* |
| * Supernumerary Posts | | | | |

| 44. (b) | Non teaching staff | University Fund Position | |
|------------|--|--------------------------|-----------|
| | | Sanctioned | Filled |
| | Contractual Basis (Class- 1 and Others) | | 82 |
| | Total | | 82 |

45. Details of Service provided –

| 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) Controlling on University Vehicles |
| b) | Establishment: | 1) Recruitment of Teaching and Non-teaching post. 2) Human Resource Management. 3) Human Resource Development. 4) Departmental inquiry. 5) Post retirement benefits. 6) To implement all types of administrative policy. |
| 2 | Staff Approval B.C.CELL | Approval of college teacher. Career 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 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, |
| 3 | BOS, Admission and Eligibility | Revised syllabus & Curriculum. Faculties and Board of Studies and sort out Eligibility Proposals of various colleges. |
| 4 | Board of Examination and Evaluation | Pre & Post Examination work and declaration of various examination results, Convocation Ceremony, preparation of Transcript and Migrations Certificate and Duplicate Marks statements. |

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| 5 | Finance | On the basis of proposals from concern departments, Acceptance of fees, Donations & other Receipts and payment of various Bills, maintain records, Budget & Financial Statements etc. |
| 6 | Academic Section (Affiliation, Admission & Eligibility, BC Cell, Research & Development, BOS) | 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 | Lifelong Learning and Extension | 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. Vocational Courses |
| 8 | Knowledge Resource Center | Provide Reference Books, Text book, Journals, internet facility to students, teachers, Researchers, Issue of Identity Card to Employees and Student. Provide e-books to Students |
| 9 | Students' Development | Cultural programs, elections of students council, social awareness environment etc. |
| 10 | National Service Scheme | 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 | News publication, Uttamvidya, Lecture series, Annual report. Statistical Cell. Provide Hospitality to Guest, Press conference. |
| 13 | Law and RTI | To Supervise and conduct all court cases relating to the University. To Provide legal opinion to the University. To file affidavits in court. Right to Information work. Grievances Committee Cell. |
| 14 | Health Centre | Provide medical facilities to students, staff, Medical check up programs etc. |
| 15 | Sports and Physical Education | Arrange sports activities for colleges, and university, to promote facility of games to the students of university jurisdictions. |
| 16 | Boy's and Girl's Hostel | Hostel facilities provided to University Schools / Department students. |
| 17 | Schools & Department | Teaching, Learning and Research, Academic Admission and related works |
| 18 | Eklavya Training Center | Conducting training for SC, ST Students on various aspects related to preparation of MPSC, competitive examinations, preserve the tribal culture and promote socioeconomic development of tribal community. |
| 19 | Tribal Academy Nandurbar | |
| 20 | Pratap Philosophy Center, Amalner | Provide instructions to PG Programme in Philosophy and training to farmers of the region about Bio-fertilizer use, Soil testing etc. under Lab to Land Programme. |

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| 21 | Mahatama Gandhi Philosophy Center, Dhule | Conduct examination on Gandhian Philosophy; disseminate Gandhian philosophy through Poster, Essay, Competition, Vyakhyyanmala. Also impart instructions to prepare for competitive Examination |
| 22 | CAS's B.P.Arts, S.M.A. Science & K.K.C. Commerce College, Chalisgaon | As per University Educational policies to provide facility to all regional students. (Process of Student Facility Center is to be closed from January 2020) |
| 23 | Dhananji Nana College, Faizpur | I) Grievances Committee for Teaching and non-Teaching staff of the University and the affiliated Colleges. As per Section 79(1) of Maharashtra Public Universities Act 2016. II) University and College Tribunal. As per Section 80(1) of Maharashtra Public Universities Act 2016. |

.. updated on 19122019