

Manual 1

Particulars of organization, functions and duties

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

1 Name of the Organization :- North Maharashtra University, Jalgaon.

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 :-174 affiliated college and 33 recognized institutes

7. Act of the organization - Maharashtra University Act 1994

8. Type of funding – State Government and University Grants Commission.

9. 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

10. Accreditation – NAAC- accreditation with CGPA of 2.88 on four point scale at B Grade issued on January 29 2009.

11. Name of Statutory officers

Hon'ble V.C	-	Prof. Dr. S.U.Meshram
Registrar	-	Prof. A.M.Mahajan
COE	-	Dr.D.N.Gujarathi
Director of BCUD	-	Prof. D.G.Hundiwale

FAO - Dr. Bharat D. Karhad
 Director of Student Welfare - Shri. Satyajit B. Salve

Director of Adult & Continuing
 Education Extn. Education - Dr. Shantaram P. 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.

14. 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 : 13

b) No of Institutes : 01

b) No of Departments in University: 56

16. No. of faculty	Regular	Contract	Total
Professor -	13	--	13
Associate Professor -	24	--	24
Assistant Professor -	59	--	59
Library posts	05	--	05
Total	101	--	101

17. No. of non teaching staff --

Class – I	34
Class – 2	23
Class – 3	250
Class – 4	125
Total -	432

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 (Provide sanitary services). 3) Security of the university assets. 4) Transportation 5) Photocopy and Cyclostyle unit.
b)	<u>Establishment:</u>	1) Recruitment Teaching and Non-teaching . 2) Human Resource Management. 3) Human Resource Development. 4) Departmental inquiry. 5) Post retirement benefits.
2	<u>Staff Approval</u> <u>B.C.CELL</u>	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 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	<u>BOS</u> <u>External</u>	Revised syllabus & Curriculum. Faculties and Board of Studies. External Registration Unit.
4	<u>Examination</u>	Pre & Post Examination work.

	<u>Eligibility MIGRATION</u>	Eligibility, Migrations Certificates
5	<u>Finance</u>	Finance, Accounts & Audit
6	<u>B.C.U.D.</u> <u>Affiliation</u>	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	<u>Adult and Continuing education</u>	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	<u>Library</u>	Provide Reference Books, Text book, Journals, internet facility to students, teachers, Researchers Issue of I.Card to Employess and Student
9	<u>Students welfare unit</u>	Cultural programs, elections of students council, social awareness environment.
10	<u>N.S.S,</u>	NSS Special Camp, regular activities etc.
11	<u>Construction</u>	Constructions of university buildings, maintenance and repairs, gardening, guest house, supply of water supply & electricity etc. Allotment of Staff Quarters.
12	<u>Public Relation Department Statistical</u>	News publication, Uttamvidya, Lecture series, Annual report. Statistical Cell.
13	<u>Legal Section</u>	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 Informations work
14	<u>Health Centre</u>	Provide medical facilities to students, staff, Medical check up programs etc.
15	<u>Sports Department :</u>	Arrange sports activities for colleges, and university, to promote facility of games to the students of university jurisdictions.
16	<u>Hostel</u>	Hostel facilities for students.
17	<u>Schools & Department</u>	Teaching, Learning and Research ,Academic Admission and related works

19. Duties to be performed to achieve the mission

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,

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