



**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)]

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 :	<p>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 11th 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.</p>
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. E. Vayunandan, (Offg. Vice-Chancellor)
18.	Pro-Vice-Chancellor	Prof. B. V. Pawar, (Offg. Pro-Vice-Chancellor)
19.	Registrar	Prof. R. L. Shinde, (Offg. Registrar)
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	Prof. K. F. Pawar (Offg.)
22.	Finance and Accounts Officer	Prof. Madhulika A. Sonawane (Offg.)
23.	Director of Sub-campus of the University	Vacant

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. P. S. Nannavare (Offg.)
28.	Director of Sports and Physical Education	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*	19+3*	21+3*
	Class - 2	24+2*	13	11+2*
	Class - 3	224+44*	207+17*	28+31*
	Class - 4	130	110	20
	Total -	418+52*	336+20*	80+36*
* 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	<ol style="list-style-type: none"> 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:	<ol style="list-style-type: none"> 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	<p>Approval of college teacher. Career Advancement Scheme.</p> <ol style="list-style-type: none"> 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.

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.

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	<ul style="list-style-type: none"> 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.

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