



॥ सा विद्या या विमुक्तये ॥

## स्वामी रामानंद तीर्थ मराठवाडा विद्यापीठ, नांदेड

"श्रानतीर्थ" परिसर, विष्णुपुरी, नांदेड - ४२१६०६ (महाराष्ट्र)

**SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY NANDED**

"Dnyanteerth", Vishnupuri, Nanded - 431606 Maharashtra State (INDIA)

Established on 17th September 1994 - Recognized by the UGC U/s 2(f) and 12(B), NAAC Re-accredited with 'A' Grade

Phone : (02462) 229246

**OFFICE OF THE REGISTRAR**

Website: [www.srtmun.ac.in](http://www.srtmun.ac.in)

Fax : (02462) 229572

E-mail: [srtmunregistrar@gmail.com](mailto:srtmunregistrar@gmail.com)

**Circular for Schools Director,  
Campus, Sub-campuses and  
New Model Degree College,  
Hingoli**

Ref. Estt/02/2020-21/ ५८

Date 21<sup>st</sup> May, 2020

**:: Circular ::**

I am directed by the Hon'ble Vice Chancellor to inform all schools directors, campus, sub campuses and New Model Degree College, Hingoli the directives received from the Hon'ble Vice-Chancellor.

1. All Schools Directors are advised to submit the department-wise teaching load of odd Semesters starting from July 2020 in the following format. The load shall be calculated department-wise for Semester-I and Semester-III and accordingly calculate school total load for Semester-I and Semester-III.

Course name	Theory load /week	Practical load /week	Total load
Paper 1	3	2 X number of batches= z	Z+3
Paper 2	3	2 X number of batches=y	Y+3
.....			

2. Load distribution among the existing regular faculties of departments and schools. Load to be calculated in the following ways:

Name of faculty	Paper name	Theory load	Practical	Total load (Th + Pr)
F1	P1			
F2	P2			

The Schools Directors should submit the information about school teaching load for Semester-I and Semester-III.



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- The load should be distributed among the regular faculties. The balance load should be distributed among Research fellow like JRF/SRF etc as per the UGC guidelines. The balance load after distribution among regular faculties and research fellows shall be allotted to faculties to be appointed on CHB. The details of load distributed among the research fellow and CHB faculty should be in the format specified above.
- **Kindly communicate the requirements of CHB faculties before June 15, 2020** along with the other necessary information to the Registrar / Deputy Registrar (Establishment Section). **This is required to advertise the post well in advance for appointment of teachers on CHB basis.**
- The selection committee for selection of CHB faculty shall consists of School Director, Head of department, three senior faculties from schools / departments and Vice-Chancellor representative. The Vice-Chancellor representative will be communicated within time. Based on the recommendation of selection committee, Registrar will issue the appointment order. The same faculties may be appointed for even semester depending on load requirement. **Kindly note that this process should complete before commencement of semester i.e. before July 15, 2020.**
- The time table should be displayed on schools/department notice board and same be shared with VC office for the information. This time table be shared with campus time table committee for preparation of master time table of the campus and respective sub-campuses. This should be taken up with utmost care and accuracy

### **Requirement**

- All schools directors are advised to submit yearly requirement of consumable, glassware and others on or before June 15, 2020. The chemicals, glassware and other available in RUSA central store may be used for research activity of School of Chemical Sciences, Pharmacy and Life Sciences. While forwarding the requirements, dead stock report be forwarded. Without dead stock reports requirement will not be considered.



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- All schools Directors/head of departments/laboratory in-charge should maintain the records of consumable purchases, used and balance. It is observed that these details are not available with schools. This should be strictly followed.
- Schools Directors/head of departments should ensure that all the laboratory instruments are in working conditions. If not repairs in last semester, instruments should be repaired by following due procedures before the commencement of this semester.
- School building, laboratories and other academic, administrative and amenities area should be clean and properly maintained. This should be given highest priority in awake of COVID-19 pandemic. Registrar office has started work in this regard. However, you are advised to contact Registrar and Engineering sections for any assistance. The work pertaining to NAAC peer team visit be carried out at the earliest.
- All schools Directors are advised to ensure that faculty should stay on campus at least six hours per day. Further they are advised to strictly monitor the teaching learning activities. **Details of leave records, on duty leave record, biometric attendance of faculties and other non-teaching staff and same shall be shared with the Registrar office as and when asked for.** This is further required for administrative audit of the schools.
- Ask all faculties to maintain the academic diary and same be verified by department head followed by schools directors and submitted to VC office and IQAC as and when asked for.



**Registrar**  
**Registrar**

Swami Ramanand Teerth  
Marathwada University, Nanded

To

01. All School Directors, Campus and Sub-Campuses, this University.
02. The Principal, New Model Degree College, Hingoli.

Copy to-

01. Dy. Registrar, Establishment Section, this University - for information and necessary action.
02. Dy. Registrar, Office of the Vice-Chancellor, this University.