

Manual 1

Particulars of organization, functions and duties

{Section 4 (1) (b) (i)}

1. **Name of the Organization** : Swami Ramanand Teerth Marathwada University, Nanded
2. **Postal address of the main office** : Swami Ramanand Teerth Marathwada University, Vishnupuri, Nanded – 431 606.
Website : www.srtmun.ac.in
<http://www.srtmun.org>
Phone No. 02462 – 229246
Fax No. 02462 – 259383
3. **Brief history and background for its establishment –**

This University was established vide Govt. Notification No. URT/1/94/ (149/94)/UTI – 3, Dated 7th September, 1994.
The Swami Ramanand Teerth Marathwada University was carved out of Dr.Babasaheb Ambedkar Marathwada University, Aurangabad on 17th September, 1994 to establish and promote facilities for advanced and applied education, research in the University jurisdiction i.e. Nanded, Latur, Parbhani & Hingoli Districts as per the Maharashtra Universities Act, 1994
4. **Jurisdiction of the Organization** : This University has been established for Nanded, Latur, Parbhani & Hingoli Districts.
5. **Type of University** : Affiliating University.
6. **No.of Affiliating College** : 222 affiliated colleges and One sub-centre at Latur.
7. **Act of the organization** : Maharashtra Universities Act, 1994.
8. **Type of funding** : State Government and University Grants Commission.
9. **Recognition** : This university has been recognized by University Grants Commission, New Delhi vide their Notification No. F-9-9/94(CPP-I), dated May 1998.

10. Accreditation

: NAAC – ACCREDITATION Two star status vide Letter No. NAAC/A&A/outcome/2001/3004, dated May 30, 2001

11. Name of the Statutory Officers :

| | | |
|---|---|-------------------|
| Hon'ble V.C. | - | Dr. S. B. Nimse |
| Registrar | - | Dr. P. D. Jadhav |
| C.O.E. | - | Major N.V. Chavan |
| Director of B.C.U.D. (I/c) | - | Dr. J. V. Joshi |
| F.A.O. (I/c) | - | Dr. P. D. Jadhav |
| Director of Sports & Physical Education | - | Dr. Kalepwar Y.D. |
| Director of Students' Welfare | - | Dr. Ashok Pawar |
| Coordinator, N.S.S. | - | Dr. D. D. Pawar |

12. Aims and objectives of the organization –

As per Maharashtra Universities Act, 1994 : (Section 4 of the Act)

13. Mission / Vision :

“Swami Ramanand Teerth Marathwada University pledges itself to uphold zealously its mission of promoting acquisition and dissemination of knowledge through fearless and sustained pursuit of excellence aimed at moulding personalities of students entering its portals to grow with an upright character filled with enlightenment and to be the value adhering members of a just and human society.”

14. Organization Charts :

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)

15. No. of Schools : 10

| | | | | |
|--------------------|---|-----------|-----------|-----------|
| 16. No. of faculty | : | Regular | Contract | Total |
| Professor - | | 4 | -- | 4 |
| Reader - | | 13 | -- | 13 |
| Lecturer - | | 27 | 17 | 44 |
| Total - | | 44 | 17 | 61 |

17. No. of non teaching staff -- :

| | |
|----------------|------------|
| Class - I | 12 |
| Class - II | 06 |
| Class - III | 92 |
| Class - IV | 56 |
| Total - | 166 |

18. Details of service provided :

| Sr. No. | Name of the Department | Service Provided |
|---------|---|---|
| 1 | <u>General Administration & Establishment.</u> | <ol style="list-style-type: none">1) Inward / Outward of university mail.2) Security of the university assets.3) Meeting section for Senate, Academic Council and Management Council, Standing Committee, Grievance Redressal Committee.4) Recruitment -Teaching and Non-teaching.5) Human Resource Management6) Human Resource Development7) Departmental Enquiry8) Post retirement benefits.9) Overall general internal administration of the university. |
| 2 | <u>B. C. CELL & Statistical Department</u> | <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 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. |

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|----|---|---|
| | | <p>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.</p> <p>d) To provide reservation for SC, ST, VJNT, 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.</p> <p>e) Roster verification of colleges and University.</p> <p>f) Statistical information cell.</p> |
| 3 | <u>Academic</u> | Approval of college teacher; Carrier Advancement Scheme, revised syllabi & Curriculum from time to time by the Board of Studies, approved by the faculty concerned. Extension and continuation of affiliation of colleges / institutes. |
| 4 | <u>P.G.</u> | Academic administration for students of University Schools, Ph.D. research work. |
| 5 | <u>Eligibility</u> | To issue eligibility students admitted. |
| 6 | <u>Examination & Convocation</u> | Pre & Post Theory & Practical Examination work, Migrations Certificates. Issue of degree Certificates to the students |
| 7 | <u>Finance</u> | Finance, Accounts & Audit |
| 8 | <u>B.C.U.D.</u> | Development proposals of affiliated colleges and University, M.Phil, Teaching & Research units of University Department; Academic and administrative audit of university and affiliated colleges. |
| 9 | <u>Library</u> | Provide Reference Books, Text books, Journals, Internet facility to students, teachers and researchers |
| 10 | <u>Students' Welfare</u> | Cultural programs, elections of students' council, social awareness environment. |

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|----|-----------------------------|---|
| 11 | <u>N.S.S.</u> | N.S.S. Special Camp, regular activities etc. |
| 12 | <u>Estate</u> | Constructions of university building, maintenance and repairs, gardening, guest house, supply of water & electricity, sanitation (provide sanitary services) etc. |
| 13 | <u>Health Centre</u> | To provide medical facilities to students, staff, arrange medical check up programmes etc. |
| 14 | <u>Sports</u> | Arrange sports activities for colleges and university, to promote facility of games to the students of university jurisdictions. |
| 15 | <u>Hostel</u> | Hostel facilities for students Boys & Girls. |
| 16 | <u>Schools</u> | Teaching, Learning and Research. |

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 University Act, 1994 & Standard Code rules 1984, and as prescribed by university, and powers delegated by superior officers.

20. Map of office location

Physical Assets Statements of Land and Building
Land Area. 550 Acres

21. Office working hours

Office hours : 10:00 am to 17:40 – Monday to Saturday
Lunch Break : 13:30 to 14:00
Public Holidays : Sunday, 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. 1994.

- II) **University and Colleges Tribunal.**

As per Section 58 of Maharashtra Universities Act. 1994.