

मॅन्युअल - २

पुण्यश्लोक अहिल्यादेवी होळकर सोलापूर विद्यापीठातील संवैधानिक अधिकारी व कर्मचाऱ्यांच्या
कर्तव्ये आणि जबाबदाऱ्या

As per Maharashtra Public Universities Act 2016, Chapter III and University Circular regarding
Delegation of Powers

1) Chancellor (कुलपती)

- 1) The Governor of Maharashtra shall be the Chancellor of every university and the Chancellor, by virtue of his office, shall be the Head of the university.
- 2) The Chancellor, when present, shall preside over the Convocation of the university and may issue directions to the Vice-Chancellor to convene the meeting of any authority of the university for specific purposes, whenever necessary, and
- 3) the Vice-Chancellor shall submit the minutes of such meeting to the Chancellor for his perusal.
- 4) The Chancellor,—
 - a) shall, on receiving a reference from the State Government under the proviso to sub-section (7) of section 8 in such matter; or
 - b) may, in any matter *suo motu* or otherwise, call for a report or an explanation or such information and record relating to such matter or any matter or affairs of the university, and shall, after considering such report or explanation, or information or record, issue such directions thereupon as may be deemed fit in the interest of the university or student or larger interest of the public, and his directions shall be final and shall be complied with by the university forthwith.
- 5) The Chancellor may, after taking report in writing from the Vice- Chancellor, suspend or modify any resolution, order or proceeding of any authority, body, committee or officer which, in his opinion, is not in conformity with this Act, Statutes, Ordinances or Regulations made thereunder, or is not in the interest of the university and the university, authority, body, committee and officer, shall comply with the same:
- 6) Provided that, before making any such order, the Chancellor shall call upon the university, authority, body, committee or, as the case may be, officer to show cause why such an order should not be made, and if any cause is shown, within the time fixed by the Chancellor, he shall consider the same and wherever he deems it necessary, after consulting the State Government, decide the action to be taken in the matter, and his decision shall be final.
- 7) Where, in the opinion of the Chancellor, the conduct of any elected or nominated or appointed or co-opted member is detrimental to the smooth functioning of university or any authority or body or committee, he may, after giving such member an opportunity to offer his explanation in writing and after considering such explanation, if any, and satisfying himself that it is necessary so to do, disqualify such member or suspend him for such period, as he may deem fit.
- 8) The Chancellor shall exercise such other powers and perform such other duties as may be conferred upon or vested in him by or under this Act.

2) Vice Chancellor (कुलगुरु) :

- (1) The Vice-Chancellor shall be the principal academic and executive officer of the university responsible for the development of academic programmes of the university. He shall oversee and monitor the administration of the academic programmes and general administration of the university to ensure efficiency and good order of the university.
- (2) He shall be entitled to be present, with the right to speak, at any meeting of any other authority or body or committee of the university, but shall not be entitled to vote thereat, unless he is the Chairperson or member of that authority or body.
- (3) The Vice-Chancellor shall have the power to convene meetings of any of the authorities, bodies or committees, as and when he considers it necessary to do so.
- (4) The Vice-Chancellor shall ensure that directions issued by the Chancellor are strictly complied with or, as the case may be, implemented.
- (5) It shall be the duty of the Vice-Chancellor to ensure that the directives of the State Government, if any, and the provisions of this Act, Statutes, Ordinances and Regulations are strictly observed and that the decisions of the authorities, bodies and committees which are not inconsistent with this Act, Statutes, Ordinances and Regulations are properly implemented.
- (6) The Vice-Chancellor may defer implementation of a decision taken or a resolution passed by any authority, body or committee of the university if, he is of the opinion that the same is not consistent with the directives of the State Government or with the provisions of the Act, Statutes, Ordinances and Regulations or that such decision or resolution is not in the interest of the university and at the earliest opportunity refer it back to the authority, body or committee concerned for reconsideration in its next meeting with reasons to be recorded in writing. If differences persist, he shall within a week, giving reasons submit it to the Chancellor for decision and inform about having done so to the members of the authority, body or committee concerned. After receipt of the decision of the Chancellor, the Vice-Chancellor shall take action as directed by the Chancellor and inform the authority, body or committee concerned, accordingly.
- (7) If there are reasonable grounds for the Vice-Chancellor to believe that there is an emergency which requires immediate action to be taken, or if any action is required to be taken in the interest of the university, he shall take such action, as he thinks necessary, and shall at the earliest opportunity, report in writing the grounds for his belief that there was an emergency, and the action taken by him, to such authority or body as shall, in the ordinary course, have dealt with the matter. In the event of a difference arising between the Vice-Chancellor and the authority or body whether there was in fact an emergency, or on the action taken where such action does not affect any person in the service of the University, or on both, the matter shall be referred to the Chancellor whose decision shall be final : Provided that, where any such action

taken by the Vice-Chancellor affects any person in the service of the university, such person shall be entitled to prefer, within thirty days from the date on which he receives notice of such action, an appeal to the Management Council.

Explanation.-

For purposes of this sub-section, action taken by the Vice- Chancellor shall not include disciplinary action taken against any employee of the university.

(8) Where any matter is required to be regulated by the Statutes, Ordinances or Regulations, but no Statutes, Ordinances or Regulations are made in that behalf or where there is an exigency to amend Statutes, Ordinances or Regulations, the Vice- Chancellor may, for the time being, regulate the matter by issuing such directions as he thinks necessary, and shall, at the earliest opportunity thereafter, place them before the Management Council or other authority or body concerned for approval. He shall, at the same time, place before such authority or body for consideration the draft of the Statutes, Ordinances or Regulations, as the case may be, required to be made in that behalf:

Provided that, such direction shall have to be converted into Statute, Ordinance or Regulations as the case may be, within six months of issuing of such direction failing which such direction shall automatically lapse.

(9) The Vice-Chancellor shall be the appointing and disciplinary authority for the university teachers.

(10) The Vice-Chancellor shall be the appointing and disciplinary authority for officers of the university of the rank of Assistant Registrar and of the rank equivalent thereto and above.

(11) As the Chairperson of the authorities or bodies or committees of the university, the Vice-Chancellor shall be empowered to suspend member from the meeting of the authority, body or committee for persisting to obstruct or stall the proceedings or for indulging in behaviour unbecoming of a member, and shall report the matter accordingly, to the Chancellor.

(12) The Vice-Chancellor shall place before the Management Council a report of the work of the university periodically as provided under the Ordinances.

(13) The Vice-Chancellor shall have the power to,-

(a) accord recognition to institutions of higher learning, research specialized studies in accordance with the provisions of this Act;

(b) accord recognition to autonomous colleges, empowered autonomous colleges or cluster of institutions and empowered skills development colleges in accordance with the provisions of this Act;

- (c) accord recognition to private skills education providers in accordance with the provisions of this Act
- (d) accord recognition as qualified teachers to the experts from the field of application oriented industries or companies and domain specific experts in various professional skills, working as training experts in private skills education providers and empowered skills development colleges.
- (e) approve the recommended panel of referees for thesis or dissertations for awarding post-graduate, doctorate and higher degrees.
- (14) (a) The Vice-Chancellor shall have right to cause inspection to be made by the Pro-Vice-Chancellor or such person or persons or body of persons as he may direct, of the university, its buildings, laboratories, libraries, museums, workshops and equipment and of affiliated, conducted or autonomous college, empowered autonomous colleges or cluster of institutions, recognized or autonomous institutions, empowered skills development colleges or private skills education provider, hall or hostel maintained or recognized by the university, and of the examinations, teachings and other work conducted by or on behalf of the university, and to cause an inquiry to be made in a like manner regarding any matter connected with the administration or finance of the university, affiliated, conducted or community or autonomous college, empowered autonomous colleges or cluster of institutions, recognized or autonomous institutions, empowered skills development colleges or private skills education provider:

Provided that, the Vice-Chancellor shall, in the case of affiliated or autonomous college, empowered autonomous colleges or cluster of institutions, recognized or autonomous institutions, empowered skills development colleges or private skills education provider, give notice to the management of such affiliated or autonomous college, empowered autonomous colleges or cluster of institutions, recognized or autonomous institutions, empowered skills development colleges or private skills education provider of his intention to cause an inspection or an inquiry to be so made:

Provided further that, the management shall have the right to make such representation to the Vice-Chancellor as it thinks necessary before such inspection or inquiry is made;

- (b) after considering such representation, if any, the Vice-Chancellor may cause such inspection or inquiry to be made or may drop the same;
- (c) in the case of management when an inspection or inquiry has been caused to be made, the management, shall be entitled to appoint a representative, who shall have the right to be present and be heard at such inspection or inquiry;
- (d) the Vice-Chancellor may, if the inspection or inquiry is made regarding any college or institution admitted to the privileges of the university, communicate to the management the result of such inspection or inquiry;

- (e) the management shall communicate to the Vice-Chancellor such action, if any, as it proposes to take or has been taken by it;
- (f) where the management, does not, within the time fixed by the Vice- Chancellor, take action to his satisfaction, the Vice-Chancellor shall be competent to impose a fine upon the management and direct the management to stop the fresh admissions to the colleges or institutions or to decide any other action to be taken in this behalf and the same shall be communicated to the management concerned for compliance.
- (15) The Vice-Chancellor shall forward to the State Government report on the recommendation of the Management Council, regarding the temporary alternative arrangements, in the interest of students, to run the day to day academic and administrative activities, of the management of an affiliated college, institution or autonomous college or empowered autonomous college or cluster of institutions in case of dispute regarding the management of the affiliated college and where irregularities or commissions or omissions of criminal nature by the management of such college or institution or mismanagement of such college or institutions are, prima facie, evident to committee of inquiry appointed by the university and to make the necessary arrangements to run the day to day academic and administrative activities of such college till the dispute is statutorily resolved. The decision of the State Government in this behalf shall be final and binding.
- (16) The Vice-Chancellor shall exercise such other powers and perform such other duties as may be conferred upon him by or under this Act.

3) Registrar (कुलसचिव):

- (1) The Registrar shall, be the Chief Administrative Officer of the university. He shall be a full-time salaried officer and shall work directly under the superintendence, direction and control of the Vice-Chancellor.
- (2) The qualifications and experience for the purpose of selection of the Registrar shall be as laid down by the University Grants Commission and approved by the State Government.
- (3) The Registrar shall be appointed by the Vice-Chancellor on the recommendation of a selection committee constituted for the purpose under this Act.
- (4) Appointment of the Registrar shall be for a term of five years or till he attains the age of superannuation whichever is earlier and he shall be eligible for re-appointment by selection on the recommendation of a selection committee constituted for the purpose, for only one more term of five years in the university in which he is serving;
- (5) When the office of the Registrar falls vacant or the Registrar is, by reason of illness or absence or any other cause, unable to perform the duties of his office for a period not exceeding six months, the Vice-Chancellor shall appoint a suitable person to officiate as the Registrar until the new Registrar assumes duty or the Registrar resumes duty, as the case may be.

- (6) The Registrar shall,—
- (a) act as a Member-Secretary of the Senate, Management Council, Academic Council and such other authorities, bodies and committees, as prescribed by or under this Act;
 - (b) be the appointing and the disciplinary authority of the employees of the university other than the teachers, non-vacation academic staff and officers of the rank of Assistant Registrar and other officers holding posts equivalent thereto or above. An appeal by a person aggrieved by the decision of the Registrar may be preferred within thirty days from the date of communication of such decision, to the Vice-Chancellor;
 - (c) be the custodian of the records, the common seal and such other property of the university as the Management Council may, commit to his charge;
 - (d) conduct elections to various authorities and bodies of the university as per the programme approved by the Vice-Chancellor;
 - (e) prepare and update the Handbook of the Statutes and Regulations approved by the authorities, bodies or committees, from time to time, and make them available to all members of the authorities and officers of the university;
 - (f) receive complaints and suggestions in regard to the improvement of administration and consider them for appropriate action;
 - (g) render necessary assistance for inspection of the university, its buildings, class rooms, laboratories, libraries, knowledge resource center, museums, workshops and equipment is made by such person or persons or body of persons, as directed by the Vice-Chancellor;
 - (h) organise training and orientation of non-teaching employees in the university and affiliated colleges;
 - (i) have the power to enter into agreements, sign documents and authenticate records on behalf of the university, subject to the decision of the authorities of the university; Registrar.
 - (j) place before the Management Council a report of the development activities of the university every six months;
 - (k) have the power to seek information in regard to any matter of the university, from the Deans, Finance and Accounts Officer and any other officer of the university for submission to the State Government and other external agencies;
 - (l) exercise such other powers and perform such other duties, as prescribed by or under this Act or assigned to him, by the Vice-Chancellor and Pro-Vice- Chancellor, from time to time.

4) Director Board of Examinations And Evaluations (संचालक, परीक्षा व मूल्यमापन मंडळ):

- /1) The Director, Board of Examinations and Evaluation shall be a full time salaried officer and shall work directly under the directions and control of the Vice- Chancellor. He shall discharge his functions under the superintendence, direction and guidance of the Board of Examinations and Evaluation, and shall be concerned

with the implementation of the policies and directives given by the Board of Examinations and Evaluation.

(2) The qualifications and experience for the purpose of selection of the Director, Board of Examinations and Evaluation shall be as may be specified by the State Government, by an order published in the Official Gazette.

(3) The Director, Board of Examinations and Evaluation shall be appointed by the Vice-Chancellor on the recommendation of the selection committee constituted for the purpose under this Act: Provided that, in appointing the Director, Board of Examinations and Evaluation preference shall be given to the persons with proven capacity of use of technology in delivery of education.

(4) Appointment of the Director, Board of Examinations and Evaluation shall be for a term of five years or till he attains the age of superannuation, whichever is earlier and he shall be eligible for re-appointment by selection on the recommendation of a selection committee constituted for the purpose, for only one more term of five years

in the university in which he is serving.

(5) The Director, Board of Examinations and Evaluation shall,—

(a) be the principal officer-in-charge of the conduct of university examinations, tests and evaluation, and declaration of their results;

(b) be the Member-Secretary of the Board of Examinations and Evaluation and of the committees appointed by the Board except the committees constituted for appointment of paper-setters, examiners and moderators;

(c) be responsible for making all arrangements necessary for holding examinations, tests and evaluation, and for timely declaration of results;

(d) evolve and implement in consultation with the Board of Examinations and Evaluation, processes for proper and smooth conduct of examinations and evaluation;

(e) prepare and announce in advance the programme of examinations, after seeking approval of the Board of Examinations and Evaluation;

(f) arrange for printing of question papers;

(g) postpone or cancel examinations, in part or in whole, in the event of malpractices or if the circumstances so warrant, and take disciplinary action or initiate any civil or criminal proceedings against any person or a group of persons or a college or an institution alleged to have committed malpractices, in consultation with the Vice-Chancellor;

(h) take disciplinary action where necessary against the candidates, paper setters, examiners, moderators, or any other persons connected with examinations and evaluation, found guilty of malpractices in relation to the examinations and evaluation;

(i) review, from time to time, the results of university examinations and evaluation, and forward reports thereon to the Board of Examinations and Evaluation;

(j) strive to declare the results of every examination and evaluation conducted by the University within thirty days from the last date of the examination for that particular course and shall in

- any case declare the results latest within forty-five days as provided in section 89 and in case of delay, prepare a detailed report outlining the reasons;
- (k) take all steps for implementation of all academic and administrative decisions taken by the Board of Examinations and Evaluation;
 - (l) implement decisions taken by the various university authorities, connected with the examination and evaluation process;
 - (m) implement all policy and operative decisions with reference to the choice based credit system, both at the under-graduate, post-graduate levels and in other teaching programmes;
 - (n) organize workshops for teachers in the subjects concerned, in order to acquaint them with new trends in the assessment processes, such as cognitive and summative assessment, creation and use of repository of questions, use of technology in paper setting and conduct of examinations, tests and evaluation ;
 - (o) ensure innovative and effective use of information and communication technology in the entire process of the conduct of examinations and evaluation;
 - (p) arrange for proper assessment of performance of candidates at the examinations and process the results;
 - (q) ensure that answer books for all degree examinations are assessed through the central assessment system;
 - (r) ensure that every teacher and non-teaching employee in the university, affiliated or conducted college or recognized institution renders necessary assistance and service in respect of examinations of the university and in evaluation process;
 - (s) carry out all other duties and functions assigned to him by the Board of Examinations and Evaluation;
 - (t) undertake any other task assigned to him by the university authorities to carry out the objectives of the Board of Examinations and Evaluation, and to ensure that the objects of the university are accomplished;
 - (u) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor and Pro-Vice-Chancellor, from time to time.

5) Finance & Accounts Office (वित्त व लेखा अधिकारी) :

- (1) The Finance and Accounts Officer shall be the principal finance, accounts and audit officer of the university. He shall be a full-time salaried officer and shall work directly under the superintendence, direction and control of the Vice-Chancellor.
- (2) The Finance and Accounts Officer shall be a person who is a chartered accountant or a cost accountant, with professional experience of not less than five years.
- (3) In case the person possessing the qualifications and experience as specified in sub-section (2) cannot be appointed, the Finance and Accounts Officer may be appointed from amongst the

Government Officers of the State Finance and Accounts Service, holding the post not below the rank of Deputy Director.

- (4) The Finance and Accounts Officer shall be appointed by the Vice-Chancellor on the recommendation of the Selection Committee constituted for the purpose under this Act.
- (5) The appointment of the Finance and Accounts Officer shall be for a term of five years or till the age of superannuation, whichever is earlier, and he shall not be eligible for re-appointment in that university.
- (6) The Finance and Accounts Officer shall,—
- (a) exercise general supervision over the funds of the university and advise the Vice-Chancellor as regards the finances of the university;
- (b) hold and manage the funds, property and investments, including trust and endowed property, for furthering the objects of the university, with the approval of the Vice-Chancellor;
- (c) ensure that the limits fixed by the university for recurring and nonrecurring expenditure for a year are not exceeded, and that all allocations are expended for the purposes for which they are granted or allotted
- (d) keep watch on the state of the cash and bank balances and investments;
- (e) ensure effective revenue management by keeping watch on the process and progress of collection of revenue, and advise the Vice-Chancellor on the methods to be employed in this regard;
- (f) perform the duties under clauses (a) to (e) as per the Maharashtra Universities Account Code;
- (g) get the accounts of the university audited, regularly;
- (h) ensure that the registers of buildings, land, equipment, machinery and other assets are maintained up-to-date and that the physical verification and reconciliation of these assets and other consumable material in all offices, conducted colleges, workshops and stores of the university are conducted regularly;
- (i) propose to the Vice-Chancellor that explanation be called for unauthorized expenditure or other financial irregularities from any academic member or non vacation academic staff or an officer of the university of the rank of Assistant Registrar or equivalent and above;
- (j) propose to the Registrar that explanation be called from any non-academic member of the university, other than the teacher, non-vacation academic staff and an officer of the university of the rank of Assistant Registrar or equivalent and above, for unauthorized expenditure or irregularities in any particular case, and recommend disciplinary action against the persons in default;
- (k) call for, from any office, centre, laboratory, conducted college, department of the university or university institution, any information and returns that he thinks necessary for the proper discharge of his financial responsibilities;
- (l) maintain the minutes of the meetings of the Finance and Accounts Committee;
- (m) be responsible for preparation and maintenance of accounts by double entry accounting system, on accrual basis, presenting the annual financial estimates (budget), statement of

accounts and audit reports, to the Finance and Accounts Committee and to the Management Council;

- (n) prepare financial reports as required by the various authorities or bodies of the university, the State Government, the Central Government, the Central Educational Commissions or Councils, Commission, University Grants, Commission and All India Council for Technical Education and any such body providing funds to the university;
- (o) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice- Chancellor and Pro- Vice-Chancellor, from time to time

6) Director Knowledge Resource Center (संचालक, ज्ञानस्रोत केंद्र)

- (1) Director Knowledge Resource Center shall be a full time salaried officer of the university and shall be in-charge of the Knowledge Resource Centre in the university. He shall work directly under the superintendence, direction and control of the Vice-Chancellor.
- (2) The qualifications, experience, emoluments and terms and conditions of service of the Director, Knowledge Resource Center shall be as recommended by the University Grants Commission, in the case of university librarian and adopted by the State Government.
- (3) The appointment of the Director Knowledge Resource Center shall be made by the Vice-Chancellor on the recommendation of the selection committee constituted for the purpose.
- (4) The Director Knowledge Resource Center shall,—
 - (a) be a Member-Secretary of the Knowledge Resource Centre Committee and shall ensure proper implementation of the decisions taken by the Knowledge Resource Centre Committee;
 - (b) be the custodian of all books, periodicals, manuscripts, journals in print, audio and digital format, and equipment in the Knowledge Resource Center;
 - (c) evolve and implement such processes and procedures to ensure that the books, periodical, manuscripts, journals and equipment in the Knowledge Resource Centre are not lost or damaged, and no irregularities take place in the Knowledge Resource Center;
 - (d) cause periodical verification of stock, prepare appropriate report that includes losses, and place it before the Knowledge Resource Centre Committee;
 - (e) be responsible for the development, modernization, up keeping and management of university Knowledge Resource Center;
 - (f) render assistance and guidance to the concerned officer at Knowledge Resource Centre on the Sub-Campus of the university;
 - (g) render assistance and advice to libraries and librarians of affiliated colleges and recognized institutions by conducting annual meeting of the librarians of affiliated colleges and recognized institutions;
 - (h) conduct training programmes and workshops to update the skills and knowledge of librarians of affiliated colleges and recognized institutions;

- (i) create awareness among the students of various departments of the university regarding the availability of resources, information, search techniques and databases through the information literacy programme;
- (j) undertake any other task assigned to him by the university authorities to ensure that the objectives of Knowledge Resource Centre are accomplished;
- (k) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor and Pro-Vice-Chancellor, from time to time.

7) Director, Lifelong Learning and Extension (संचालक, अजीवन अध्ययन आणि विस्तार)

- (1) The Director of Lifelong Learning and Extension shall be a full time salaried officer of the university and shall be responsible to carry out the activities of the Board of Lifelong Learning and Extension. He shall work directly under the superintendence, direction and control of the Vice-Chancellor.
- (2) The qualifications, experience, emoluments and terms and conditions of service of the Director of Lifelong Learning and Extension shall be as recommended by the University Grants Commission and adopted by the State Government.
- (3) The Director of Lifelong Learning and Extension shall be appointed by the Vice-Chancellor on the recommendation of the selection committee constituted for the purpose under this Act.
- (4) The appointment shall be for a term of five years or till the age of superannuation, whichever is earlier and he shall be eligible for reappointment in the manner provided in sub-section (3) for only one more term of five years in the university in which he is serving.
- (5) The Director of Lifelong Learning and Extension shall be the *ex-officio* head of the Department of Lifelong Learning and Extension.
- (6) The Director of Lifelong Learning and Extension shall,—
 - (a) be responsible for implementation of policies and recommendations of the Board of Lifelong Learning and Extension;
 - (b) promote research in the field of lifelong learning, value education, life skills for adults and senior citizens, and for longevity;
 - (c) organize lower level skills development programmes for training female and male nurses to handle elderly patients or terminally ill patients;
 - (d) organize the teaching programmes which include certificate and diploma programmes for graduate students and advanced diploma programmes at post-graduate level in value education and longevity;
 - (e) organize post-graduate teaching programmes exclusively in the domain of value education and life skills for adults and senior citizens;
 - (f) organize and co-ordinate awareness activities for adults and senior citizens on life skills for coping with old age, information on social organization and Government Schemes for elderly persons and briefing on home for the aged;

- (g) undertake any other task as may be assigned by the university authorities so as to carry out objectives of the Board for Lifelong Learning and Extension;
- (h) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor and Pro-Vice-Chancellor, from time to time.

8) Director of Students' Development (संचालक, विद्यार्थी विकास)

- (1) The Director of Students' Development shall be nominated by the Vice-Chancellor, from amongst the teachers having minimum aggregate teaching experience of ten years and desired exposure in the field of extracurricular and extension activities. He shall work directly under the superintendence, directions and control of the Vice-Chancellor.
- (2) The emoluments, tenure, and terms and conditions of service shall be as prescribed by the Statutes.
- (3) The Director of Students' Development shall,—
- (a) work towards promotion of cultural, recreational and welfare activities of students in colleges, institutions and university departments;
- (b) conduct leadership training programmes for students;
- (c) ensure that there are mentors and counselling cells for the young students in colleges, institutions and university departments;
- (d) organize anti-ragging committees and squads and ensure that all necessary measures are taken to prevent ragging in the university, colleges and the institutions;
- (e) look into the grievances and general welfare of the students;
- (f) help in building-up the all-round personality of students and to groom them to be future leaders and confident adults;
- (g) organize cultural and recreational activities jointly with regional, national and international bodies;
- (h) promote the interest of the youth and develop their skills for appreciation of the fine and performing arts, pure arts and literary skills;
- (i) organize university, state, national and international level competitions, skills development workshops and interactive programmes in various fields for the students;
- (j) train the students for state, national and international level competitions in various cultural activities;
- (k) conduct elections to the University Students' Council;
- (l) to prepare the report of the Board of Students' Development to be submitted before the Senate ;
- (m) undertake any other task assigned to him by the university authorities to carry out objectives of the Board of Students' Development;
- (n) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him, by the Vice-Chancellor and Pro-Vice-Chancellor, from time to time.

9) Director of National Service Scheme (संचालक, राष्ट्रीय सेवा योजना)

- (1) the Director of National Service Scheme shall be nominated by the Vice- Chancellor from amongst the teachers having minimum aggregate teaching experience of ten years, experience of at least three years as NSS Programme Officer and desired exposure in the field of National Service Scheme activities.
- (2) The emoluments tenure and terms and conditions of service shall be as prescribed by the Statutes.
- (3) The Director of National Service Scheme shall,—
 - (i) work towards promotion, co-ordination and conduct of different activities under National Service Scheme in colleges, institutions and university departments;
 - (ii) organize university, State, National and International level workshops, seminars, camps, competitions for National Service Scheme volunteers;
 - (iii) train the students for State, National and International competition;
 - (iv) undertake any other task assigned to him by the State National Service Scheme co-ordinator and the university authorities to carry out the objectives of National Service Scheme;
 - (v) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor and Pro Vice- Chancellor, from time to time.

10) Director, Sports and Physical Education (संचालक, क्रीडा व शारीरिक शिक्षण)

- (1) The Director of Sports and Physical Education shall be a full time salaried officer responsible for promoting the culture of sports and supervising sports related activities in the university, colleges and recognized institutions. He shall work under the superintendence, direction and control of the Vice-Chancellor.
- (2) The qualifications and experience for the purpose of selection of the Director of Sports and Physical Education shall be such as may be specified by the State Government, by an order published in the Official Gazette.
- (3) The Director of Sports and Physical Education shall be appointed by the Vice- Chancellor on the recommendation of the selection committee constituted for the purpose under this Act.
- (4) The appointment of the Director of Sports and Physical Education shall be for a term of five years or the age of superannuation, whichever is earlier, and he shall be eligible for re-appointment by selection on the recommendation of a selection committee constituted for the purpose, for only one more term of five years in the university in which he is serving.
- (5) The Director of Sports and Physical Education shall,—
 - (a) cultivate excellence in various domains of sports and also to promote a spirit of healthy competition;
 - (b) promote sports, culture and organize activities in the field of sports in colleges, institutions and university departments;

- (c) co-ordinate and organize activities related to various sports jointly with regional and national bodies;
- (d) organize university level competitions, sports skill development camps in various sports on the university campus;
- (e) train students for regional, national and international competitions in various sports;
- (f) to prepare the report of the Board of Sports and Physical education to be submitted before the Senate;
- (g) undertake any other task that may be assigned to him by the university authorities, so as to carry out objectives of the Board of Sports and Physical education;
- (h) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor and Pro-Vice-Chancellor, from time to time.

११) उपकुलसचिव (Deputy Registrar) तथा समकक्ष अधिकारी :

- १) उपकुलसचिव व त्यांचे समकक्ष अधिकारी हे त्यांच्याकडील विभागांच्या सुरळीत कामकाजासाठी जबाबदार असतील. त्यांच्या विभागातील सहायक कुलसचिव, कक्ष अधिकारी, सहा.कक्ष अधिकारी व वरिष्ठ व कनिष्ठ लिपिक यांना कार्यभार नेमून देतील आणि सदरचे कर्मचारी हे उपकुलसचिव व समकक्ष अधिकां-याना (संबंधित) जबाबदार राहतील.
- २) या अधिकां-यानी आपल्या विभागातील अधिकारी आणि कर्मचां-याच्या नियमित बैठका घेवून कर्मचां-याना नेमून दिलेल्या कामाचा आढावा घेणे आवश्यक आहे. तसेच त्यांनी दैनंदिन कामकाजाचा आढावा घेवून कामाचा निपटारा वेळेत होण्याच्या दृष्टीने आवश्यक कार्यवाही करावी.
- ३) या अधिकां-यानी रजा नोंदवही, हालचाल नोंदवही इत्यादी आवश्यक नोंदी ठेवणे आवश्यक आहे. तसेच कामकाजात हलगर्जीपणा करणा-या कर्मचां-याना सूचना किंवा ताकीद देणे आवश्यक आहे.
- ४) संबंधित अधिका-यांना कर्मचा-यांची उपस्थिती पडताळणी वारंवार करणे आवश्यक आहे. नेहमी उशिरा येणा-या कर्मचा-यांना/ सूचना/ ताकिद द्यावी. त्यानंतरही कर्मचा-यांच्या वर्तनात सुधारणा न झाल्यास अश कर्मचा-यांवर शिस्तभंगाची कारवाई करण्यासंदर्भात मा. कुलसचिवांना लेखी कळविणे आवश्यक आहे.
- ५) या अधिका-यांनी आपल्या हाताखालील कर्मचा-यांचे व अधिका-यांचे गोपनीय अहवाल ठेवणे आवश्यक आहे. आपल्या विभागाला असलेल्या अंदाजपत्रकीय तरतुदीतून होणा-या खर्चावर लक्ष ठेवणे तसेच जमा आणि खर्च रक्कमांचा वारंवार आढावा घेवून योग्य वरिष्ठ अधिका-यांकडे त्यांचा अहवाल सादर करणे, आवश्यक आहे.
- ६) कार्यालयाला भेट देणा-या जनतेची सौहार्दपूर्ण संबंध राखणे हे उपकुलसचिव व समकक्ष अधिका-यांचे कर्तव्य आहे. तसेच त्यांच्या प्रश्नांची, शासन, विद्यापीठ अनुदान आयोग, कुलपती कार्यालय व इतर शासकीय निमशासकीय संस्था संबंधी माहिती देवून शंकाचे समाधान करणे, अभ्यागतांचे प्रश्न सोडवणूक करणे.
- ७) या अधिका-यांनी आपल्या अधिपत्याखालील कर्मचा-यांना समानतेची सौहार्दाची वागणूक दिली पाहिजे. तसेच कर्मचा-यांचे सनदशिर हितसंबंध जपले जातील याची काळजी घ्यावी.
- ८) सदर अधिकारी हे अतिउच्च गोपनीय कामास पूर्णपणे जबाबदार असतील. तसेच विभागातील कागदपत्रे व रेकॉर्ड याच्या देखभालास जबाबदार असतील.
- ९) उपकुलसचिव व समकक्ष अधिकारी यांनी विभागातील न्यायालयीन प्रकरणामध्ये वैयक्तिक लक्ष घालणे आवश्यक आहे. तसेच विभागातील न्यायालयीन प्रकरणातील नोंदवही अद्यावत ठेवणे व वरिष्ठांना वेळे वेळी अवगत करणे आवश्यक आहे.

- १०) मा. कुलगुरु, कुलसचिव, प्र-कुलगुरु, संचालक, परीक्षा व मूल्यमापन मंडळ व वित्त व लेखधिकारी यांनी वेळोवेळी नेमून दिलेली इतर कामे

१२) पध्दती विश्लेषक (System Analyst):

- १) पध्दती विश्लेषक हे संगणक प्रणालीमधून चालणा-या सर्व कामकाजासाठी जबाबदार असतील व त्यांच्या आधिपत्याखाली काम करणारे प्रोग्रामर, संगणक लेखनिक, ऑपरेटर यांना कामाची विभागणी करून देतील.
- २) Hardware आणि Software कार्यप्रणाली व त्यासाठी संलग्नित असणारी सर्व यंत्रणा वेळोवेळी update करणे याची जबाबदारी पध्दती विश्लेषकाची राहिल.
- ३) डिजीटल व डिजीटल युनिव्हर्सिटी या संकल्पनेशी निगडित संपूर्ण कार्यप्रणालीची सर्व जबाबदारी पध्दती विश्लेषकाची राहिल.
- ४) विद्यार्थ्यांच्या प्रवेशापासून ते विद्यार्थ्यांच्या अचूक निकालपर्यंतची सर्व जबाबदारी ही System Analyst हे त्यांना पुरविण्यात आलेल्या Programmer व Data operator कडून करून घेणे व वेळेत कार्यवाही होण्यासाठी प्रयत्नशिल रहावे यासाठी microtime table वर अवलंब करणे ही जबाबदारी System Analyst ची असेल.
- ५) विद्यापीठामध्ये कार्यान्वीत असलेल्या सर्व दंडक व नियमावली यांचा स्वतः अभ्यास करून निकाल अचूक लावणे.
- ६) विद्यार्थी संख्येनुसार परीक्षा केंद्राचे नियोजन करणे, परीक्षा फॉर्म संबंधीच्या सुचना, time table website वर display करणे, Data operator कडून Data feed करून घेणे व अचूक निकाल ३० दिवसांच्या आत लावणे ही सर्व जबाबदारी System Analyst ची राहिल.
- ७) लेजर, मार्कलिस्ट इ. कागदपत्राची सुरक्षितता आणि ताबा स्वतःकडे ठेवून आदेशाची अमजबजावणी करणे.
- ८) प्रत्येक आठवड्याच्या शेवटी कामकाजाचा आढावा घेणे व कामकाजाचे नियोजन करून विविध विभागातील संगणक लेखनिक यांना कामाचे वाटप करणे.
- ९) वरीष्ठानी नेमून दिलेली कामे आणि जबाबदा-या पार पाडणे.

१३) विद्यापीठ अभियंता (University Engineer):

- १) विद्यापीठ अभियंता यांनी कुलगुरु आणि कुलसचिव यांनी दिलेल्या सूचना / निर्देशानुसार काम करावयाचे आहे.
- २) तो कुलगुरु / कुलसचिव यांना बांधकाम / जलसंपदा / विद्युत पुरवठाशी निगडित भूविकास/ परिसर विकास व संवर्धनात कुलगुरु / कुलसचिव यांना सल्ला देईल आणि कुलगुरुंच्या निर्देशाचे काटेकोरपणे पालन करील.
- ३) विद्यापीठ परिसरातील बांधकाम व विकासाच्या दृष्टीने तो पूर्णतः जबाबदार असेल तसेच विद्यापीठ परिसरात कोणत्याही प्रकारचे अतिक्रमण झाल्यास तो जबाबदार असेल.
- ४) त्याने बांधकाम समिती व इतर समित्यांच्या बैठका बोलविणेस कुलसचिवांना सहाय्य करावयाचे आहे आणि या सर्व बैठकांचा कार्यवृत्तांत तयार करावयाचा आहे.
- ५) परिसराच्या पूर्ण देखभालीस, निविदा / दरपत्रक मागविणे, ब्ल्यु प्रिंटस तयार करणे, या कामास आणि या विभागातील सर्व कर्मचा-यांच्या कार्यास जबाबदार असेल.
- ६) त्याच्या शिफारशीने ज्या कामाचे देयक अदा झाले असेल अशा सर्व कामांना व देयकांना तो पूर्णतः जबाबदार असेल.
- ७) त्याने सर्व इमारतींची तपासणी नियमित करून त्याचा अहवाल कुलसचिवामार्फत मा. कुलगुरुंना सादर करावयाचे आहे. त्या अनुषंगाने, काही बदल, गळती प्रतिबंध कामे, दुरुस्त्या, फिक्चर्स यासंबंधी अहवाल देणे व ती वेळेत पूर्ण

करुन घेणे ही आवश्यक आहे.

- ८) विभागातील सर्व कर्मचा-यांच्या सेवा नियमाबाबत उपकुलसचिव पदाचे सर्व अधिकार राहतील.
- ९) विद्यापीठातील कोणत्याही कामकाजात गैर अढळल्यास त्याने स्वतः होवून तसा कुलसचिवामार्फत अहवाल देवून जबाबदारी निश्चित करणे आवश्यक आहे असे न केल्यास ती त्याची जबाबदारी मानण्यात येईल.
- १०) राज्य / केंद्रशासन, विद्यापीठ अनुदान आयोग व अन्य संस्थाकडून स्थावर विभागाशी निगडित कामाच्यासाठी प्राप्त अनुदानाच्या विहित मुदतीत उपयोजिता होण्यासाठी तो पूर्णतः जबाबदार राहिल.

१४) सहाय्यक कुलसचिव (Assistant Registrar) :

- १) सहाय्यक कुलसचिव हे कुलगुरु, कुलसचिव तत्सम वैधानिक अधिकारी व उपकुलसचिव यांनी वेळोवेळी नेमून दिलेली त्या-त्या विभागाची कामे पार पाडतील.
- २) तो त्या-त्या विभागाचा प्रमुख असेल आणि विभागाच्या सुरळीत कामकाजासाठी जबाबदार असेल.
- ३) वरिष्ठांच्या आदेशानुसार विभागाचे दैनंदिन कामकाज चालते आहे याची तो खातरजमा करेल.
- ४) विभागाच्या कामाचे नियोजन, वेळापत्रक तयार करणे आणि त्यानुसार कामकाज चालत असल्याचा वारंवार आढावा घेवून खात्री करुन घेईल.
- ५) विभागातील कर्मचा-यांच्या कामाचे पूनर्वाटप, आणि कामासाठी आवश्यक वेळेची आखणी करुन करुन मुदतीत कामाचा निपटारा करण्यास जबाबदार राहिल.
- ६) विद्यापीठ अधिकार मंडळांनी घेतलेल्या निर्णयाची उपकुलसचिव यांनी वेळेत अंमलबजावणी करण्यासाठी विविध विभागाशी समन्वय राखून ती परिणामकारकरित्या होण्यास तो पूर्णतः जबाबदार राहिल.
- ७) विभागाकडे प्राप्त होणारी पत्रे/ अर्ज/ विनंत्या व विविध वारंवार असणारी कामे यांचा वेळेत निपटारा होण्यासाठी तो पध्दती निश्चित करेल. विविध पुरवठाधारकांची देयके, अहवाल, परतावे वेळेत जातील याची वेळेत कार्यवाही होण्यासाठी प्रयत्नाशिल राहिल व त्यासाठी जबाबदार असेल.
- ८) तात्काळ / अतितात्काळ कार्यवाहीमध्ये तो वैयक्तिक लक्ष घालेल.
- ९) त्यांने विभागातील कर्मचा-यांच्या बैठका घेणे, त्यांना प्रशिक्षण देणे, मार्गदर्शन करणे आवश्यक आहे.
- १०) ज्यामध्ये सुस्पष्ट नियमावली आहे अशा प्रकरणात मसुद्यासह सुस्पष्ट शे-याने वरिष्ठाकडे प्रकरणे पाठवणे व जेथे संदिग्धता असेल तेथे नियमाची मांडणी करुन सुयोग्य निर्णय काय होईल या शे-यासह प्रकरणे पाठवून आदेश घेणे व आदेशाची अंमलबजावणी करणे आवश्यक आहे.
- ११) त्याने विद्या परिषद, व्यवस्थापन परिषद, समोर ठेवावयाच्या विषयांचा मसूदा तयार करणे आवश्यक आहे.
- १२) विविध महत्वाच्या प्रकरणाच्या नोंदी आणि त्याचे अद्यावत माहिती स्वतःकडे ठेवणे आवश्यक आहे.
- १३) विभागातील कागदपत्राची सुरक्षितता आणि ताबा ठेवण्यास जबाबदार राहिल.
- १४) त्याने विविध कर्मचा-यांच्या शिस्तीबाबत दक्ष राहणे आवश्यक असून आवश्यक तेंव्हा सूचना ताकिद देणे व त्याबाबत आस्थापना विभागास अवगत करणे आवश्यक आहे.
- १५) जे कर्मचारी वारंवार शिस्तभंग करतील त्याच्यावर सेवा नियमानुसार कार्यवाही करणेबाबत अहवाल वरिष्ठांमार्फत कुलसचिवांना सादर करावयाचा आहे.
- १६) तोंडी आदेश /सूचना नोंद करुन कुलसचिव/संचालक महाविद्यालय व विद्यापीठ विकास मंडळ /वित्त व लेखाधिकारी यांचेकडून निश्चिती करुन घ्यावी.
- १७) प्रत्येक १५ दिवसात विभागाच्या कामकाजाचा आढावा घ्यावा व अडचणी सोडविण्यासाठी मार्गदर्शन करावे.
- १८) विभागातील कर्मचा-यांच्या उल्लेखनिय कामाचे कौतुक करुन त्यांना प्रोत्साहित करणे आणि सर्वांना

- समानतेची वागणूक देणे आवश्यक आहे.
- १९ वरिष्ठांनी वेळोवेळी नेमून दिलेली कामे आणि जबाबदा-या पार पाडणे.

१५) कायदा अधिकारी (Law Officer):

- १) कायदा अधिकारी हा कुलगुरु आणि कुलसचिव यांना जबाबदार राहिल. विद्यापीठातील वैधानिक अधिकाऱ्यांना तो त्या - त्या विभागाकडील प्रकरणास अनुसरून सुयोग्य सल्ला / शिरे देईल.
- २) महाराष्ट्र विद्यापीठ कायदा १९९४, यातील बदल, परिनियम, दंडक, नियम यांच्या अधीन राहून विविध अधिकार मंडळाच्या निर्णयानुसार त्याने विविध न्यायालयीन प्रकरणामध्ये विद्यापीठाच्या वतीने सादर करावयाची प्रतिज्ञापत्रे / ऑफिडेव्हिट तयार करणे आवश्यक आहे.
- ३) विद्यापीठात माहितीचा अधिकार कायद्याच्या प्रभावी अमलबजावणीसाठी कार्यरत राहिल व त्यासाठी सुयोग्य सल्ला देईल.
- ४) विद्यापीठाशी संबंधित विविध प्रकरणात न्यायालयात उपस्थित राहून विद्यापीठाची बाजू प्रभावीपणे मांडली जाईल याची दक्षता घेईल.
- ५) अधिकार मंडळापुढे असणा-या विविध प्रस्तावाबाबत कुलगुरु आणि कुलसचिव यांना सल्ला देईल.
- ६) विद्यापीठाचा विविध प्रकरणात मा. कुलपती कार्यालयाशी होणा-या पत्र व्यवहाराचा मसूदा कायदेशीर बाबी तपासून तयार करणे.
- ७) वरिष्ठांनी वेळोवेळी नेमून दिलेली विविध कामे पार पाडेल.

१६) वैद्यकीय अधिकारी (Medical Officer):

- १) वैद्यकीय अधिकारी हा पूर्णवेळ निवासी अधिकारी राहिल.
- २) त्याने नेमून दिलेल्या वेळेत विद्यापीठ रुग्णालयात उपस्थित राहून रुग्णांची देखभाल करावयाची आहे व उपचार करावयाचा आहे.
- ३) विद्यापीठ अधिकारी / कुलगुरु यांना आवश्यक त्या वेळी सेवा पुरविणे
- ४) विद्यापीठ दवाखान्याच्या उपचारास आवश्यक खरेदीचे प्रस्ताव तयार करणे व वित्त व लेखाधिकारी यांना सादर करणे.
- ५) दवाखान्याची देखभाल, स्वच्छता याची दक्षता घेणे आवश्यक आहे.
- ६) वसतीगृहातील विद्यार्थी, विद्यार्थिनी आणि रहिवासास असणा-या कर्मचा-यांच्या आरोग्यासाठी पूर्णवेळ सेवा पुरविणे आणि यासाठी उपलब्ध रहाणे.
- ७) आपल्या गैरहजेरीत आरोग्य सेवा पूर्णवेळ उपलब्ध असेलयाची सोय करून व त्याची पूर्ण माहिती वरिष्ठांना दिल्याखेरीज गैरहजर न राहणे.
- ८) वरिष्ठांनी आरोग्य विषयक वेळोवेळी दिलेल्या जबाबदा-या पार पाडणे.

१७) कक्ष अधिकारी (Section Officer) तथा समकक्ष इतर अधिकारी :

- १) विभागास प्राप्त होणारा सर्व पत्रव्यवहार स्वीकारणे पाहिल्याची त्यावर नोंद करून कार्यवाहीसाठी मार्गदर्शनात्मक शि-यासह संबंधित कर्मचा-याकडे पाठविणे.

- २) विभागातील कर्मचा-यांकडून प्राप्त प्रस्ताव टिपण्यावर नियमातील तरतुदी उद्घृत करून कार्य निर्णय होणे संयुक्तिक राहिल या नोदीसह वरिष्ठांकडे आदेशार्थ टिपण सादर करणे.
- ३) शासन/ विद्यापीठ अनुदान आयोग, इतर शासकीय कार्यालये/ विद्यापीठाकडून प्राप्त पत्रावर वेळीच कार्यवाही होईल याची दक्षता घेणे व निर्गत करणे.
- ४) निर्गत, अंतरिम निर्गत आणि धोरणात्मक निर्णय याचे वर्गीकरण करून त्यानुसारचे निर्देश टिपणीवर सुस्पष्ट नमूद करणे व आदेश प्राप्त होताच त्यानुसार कार्यवाही करणे आवश्यक आहे.
- ५) विभागातील कर्मचा-यांची उपस्थितीची नोंद ठेवणे, उशिरा येणे, वारंवार रजा काढणे, कामाच्या वेळी रजेवर जाणे याबाबतचे अहवाल सहा. कुलसचिव/ उपकुलसचिव यांना सादर करणे.
- ६) विभागातील कर्मचा-यांनी ठेवलेले टिपण पडताळणे व आवश्यक नियमानुसार शेरे नोंदवून वरिष्ठांना सादर करणे.
- ७) विविध बैठका/ सभांच्या वेळी उपस्थित राहणे विभागाशी निगडित विषय तयार करणे, सूचना काढणे, मसूदा कार्यवृत्तांत तयार करणे आणि मान्यतेसाठी सादर करणे.
- ८) विभागातील कर्मचा-यांच्या कामाच्या प्रगतीची निरीक्षणे ठेवणे आणि वेळोवेळी वरिष्ठांना यासंदर्भात अवगत करणे.
- ९) विभागातील कर्मचा-यांचा रॅक, टेबल यांची प्रत्यक्ष पडताळणी तपासणी करून कोणतीही प्रकरणे दूर्लक्षित झालेले नाही किंवा प्रलंबित राहिलेले नाही याची खात्री करून घेणे त्याच प्रमाणे कोणतीही देयके प्रलंबित राहणार नाहीत किंवा कोणत्याही प्राप्ती (धनाकर्ष/चेक) भरणा व्हाययाचे प्रलंबित नाहीत याची खातरजमा करून घ्यावी. या बाबी घडल्यास त्याची पूर्णतः जबाबदारी संबंधित विभागप्रमुख व कर्मचारी यांची राहिल.
- १०) जून रेकॉर्ड कागदपत्रे यांची नियमानुसार व्यवस्था/ नष्टीकरण करण्यास तो जबाबदार राहिल.
- ११) विभागाच्या कामासंदर्भात आलेल्या बातम्याबाबत सुयोग्य निवेदन/ टिपणी करून ते तत्काळ वरिष्ठांमार्फत कुलसचिव आणि कुलगुरुना सादर करणे आवश्यक आहे.
- १२) वरिष्ठांनी वेळोवेळी नेमून दिलेली कामे पार पाडणे.

१८) लेखापाल (Accountant) :

- १) विद्यापीठाच्या बजेट तरतुदी अंतर्ग खरेदी होत असल्याची खातरजमा करणे.
- २) विविध वित्त पुरवठा संस्थाशी करावयाच्या पत्रव्यवहारामध्ये सहाय करणे.
- ३) कर्मचा-यांच्या शिस्तीबाबत व इतर सामान्य कामकाजाबाबत कक्ष अधिकारी पदाचे सर्व कर्तव्य पार पाडावयाची आहेत.
- ४) बँक खाते आणि जमा / खर्च ताळेबंद मांडणीसाठी व त्याच्या पडताळणीस तो जबाबदार असेल.
- ५) विविध खात्यांच्या व स्टेटमेंटच्या पडताळणी व पुनर्पडताळणीस तो जबाबदार राहिल.
- ६) विभागातून अदा होणाऱ्या सर्व खर्चाच्या ऑडीट आक्षेपाचे निराकरण करणे.
- ७) शासन / प्रकल्प देणाऱ्या संस्था यांच्या कडील थकबाकीचा वेळोवेळी आढावा घेणे व तो वरिष्ठांना वेळोवेळी सादर करणे.
- ८) लेखा नियमांचे उल्लंघन होणार नाही याची दक्षता घेणे.
- ९) विभागाकडे प्राप्त होणाऱ्या देयकांच्या पुर्तीसाठी सदैव प्रयत्नशिल राहणे, कर्मचा-यांना मार्गदर्शन करणे, वारंवार उद्भवणाऱ्या त्रुटीबाबत वरिष्ठांना अवगत करून त्या टाळण्यासाठी आवश्यक मसूदा परिपत्रके तयार करून ती

वरिष्ठांना सादर करणे.

- १०) विभागामध्ये संगणकीकरण करण्यासाठी व संगणकाचा जास्तीत जास्त वापर होण्यासाठी सुनियोजित प्रयत्न करणे.
- ११) वरिष्ठांना वेळोवेळी नेमून दिलेली इतर कामे पार पाडणे.

१९) कनिष्ठ अभियंता (Junior Engineer):

- १) Conducting preliminary surveys for preparation of Building and internal Roads, Project which includes survey of sites/locations.
- २) Preparation/ Checking of plans/Designs and estimates of works prepared by Architect
- ३) Preparation of Project Report of Building and internal Roads
- ४) To undertake construction activity of projects after obtaining the Administrative approval and sanction of requisite grants.
- ५) To supervise and to exercise control during construction i.e. whether the same is being carried out as per specified designs or otherwise, within measurements.
- ६) To ensure the construction of project is being carried out as per prescribed standard and quality.
- ७) To ensure and control the proper use of raw material i.e. Cement, Steel etc. during the construction.
- ८) To record daily use of Cement & Steel and all other material and report weekly to Superior Officer.
- ९) Maintenance of Building and internal Roads.
- १०) To prepare Contractors Running Account Bill every month and submit it to Office.
- ११) The Junior Engineer shall perform the duties assigned to him by the University Engineer from time to time.
- १२) The Junior Engineer shall assist the University Engineer & shall be under control of the University Engineer.
- १३) He shall be responsible for the entire Construction work of the University building.
- १४) He shall assist the University Engineer any other officer for calling Building. Committee & Meeting related to the Committee & preparing the minutes of the same
- १५) He shall be responsible for the entire Maintenance of the University building, calling quotations, preparing the Estimates, preparing blue prints, etc. Should kept the building in working condition.
- १६) He shall be responsible for the work for which payment is made on his recommendation.
- १७) He should inspect all the building periodically & submit his report to the University Engineer regarding state of building repairs, modifications, water proofing/Electrical fitting & fixtures & shall supervise construction/repair work as and when undertaken.

- १८) Any other work assigned to him by University Engineer officers from time to time.
- १९) He shall also prepare the daily report/work sheet for all the civil work under construction/electrical work/and Maintenance work & Submit to the University Engineer.

२०) प्रोग्रामर (Programmer):

- १) प्रोग्रामर हे पध्दती विश्लेषक यांच्या मार्गदर्शकानुसार काम करतील.
- २) विभागातील प्रत्येक कामकाज हे संगणक प्रणालीनुसार कार्यान्वीत करण्याची जबाबदारी ही प्रोग्रामरची असेल.
- ३) विद्यार्थ्यांच्या प्रवेशापासुन ते प्रत्येक वर्गाच्या निकालापर्यंतची सर्व कामे नियोजनबध्द व वेळेत करुन घेणे यांची जबाबदारी प्रोग्रामरची असेल.
- ४) नियोजनबध्द कामाचा आढावा सिस्टीम अॅनलीस्ट यांच्याकडे वेळोवेळी सादर करावा.
- ५) दंडक व नियमानुसार कोर्सस्ट्रक्चर कार्यान्वित करुन निकाल अचुक लावण्याची जबाबदारी प्रोग्रामरची असेल.
- ६) विभागामध्ये चालणारे कामकाज सर्व Software प्रणालीमध्ये घेवून कामकाज वेळेत पूर्ण करण्याची जबाबदारी Programmer ची असेल.
- ७) विभागामध्ये अस्तित्वात असणारी Moudule चा अभ्यास करुन योग्य ते बदल करण्याची जबाबदारी प्रोग्रामरची असेल.
- ८) वरिष्ठांनी वेळोवेळी नेमून दिलेली कामे पार पाडणे.

२१) सहाय्यक कक्ष अधिकारी (Assistant Section Officer) तथा समकक्ष पदे:

- १) सर्व आवक कागदपत्रे / पत्रे / देयके/ प्राप्ती यावर देखरेख ठेवणे
- २) चुकांची दुरुस्ती व मसूदा दुरुस्ती करणे.
- ३) वरिष्ठांना आदेशार्थ टिपणी/ मसूदे सादर करणे.
- ४) पत्राची वेळेत निर्गत करणे.
- ५) वर्षनिहाय/ विषयनिहाय कागदपत्रांचे वर्गीकरण करणे.
- ६) आवक / जावक याबाबतची नियमित पडताळणी करणे आवश्यक आहे. त्याच सोबत मूळ टेबलचे कामकाज पहाणे.
- ७) उपकुलसचिव /सहा.कुलसचिव व वरिष्ठ यांनी वेळोवेळी नेमून दिलेली सर्व कामे.

२२) लघुलेखक (Stenogarpther)/ स्वीय सहाय्यक :

- १) लघुलेखक / स्वीय सहाय्यक ज्या अधिका-याकडे कार्यरत असेल त्याला पुर्णतः जबाबदार असेल
- २) अधिका-यामार्फत होणारा सर्व वैयक्तिक पत्रव्यवहार, भेटी/ बैठका/ कार्यक्रम यांच्या नोंदी ठेवणे व वेळोवेळी स्मरण करुन देणे आवश्यक आहे.
- ३) सदर अधिका-यानी वेळोवेळी सांगितलेली कामे पार पाडणे.
- ४) नियमित स्वरुपात बैठका/ मसूदे तयार करणे, दौ-याचा कार्यक्रम आखणे व नियोजन करणे आवश्यक आहे.

- ५) अधिका-याकडील गोपनीय फाईल्स तयार करणे व गोपनीयता पाळणे.
- ६) अधिका-याकडे प्राप्त होणारा सर्व पत्रव्यवहार वर्गीकरण करणे, आणि संबंधित विभागाकडे पोहोच करणे.
- ७) स्मरणपत्रे पाठवून अधिका-यास आवश्यक माहिती उपलब्ध करून देणे.
- ८) त्याला नेमून दिलेल्या कामाबाबत पुर्णतः गोपनीयता पाळणे व एकाग्रतेने काम पार पाडणे.

२३) मिश्रक (Compounder) :

- १) आरोग्यकेंद्राच्या दैनंदिन लागणा-या तसेच रोज खर्ची पडलेल्या औषधांची नोंद ठेवणे व त्यावर वैद्यकीय अधिका-यांची स्वाक्षरी घेणे.
- २) एखाद्या औषधाचा साठा संपत आला असल्यास वैद्यकीय अधिका-यांना किमान ३ दिवस आधी त्याची पूर्वकल्पना देणे तसेच सदर औषधाची मागणी करता टिपणी तयार करून ठेवणे.
- ३) नवीन खरेदी केलेल्या औषधांची व्यवस्थित नोंद ठेवणे तसेच त्यांच्या बिलांची तपासणी करून हिशोब सादर करणे.
- ४) मागणी केलेली औषधे व पुरवठा झालेली औषधे एकच आहेत याची खात्री करून घेणे व त्यात तफावत आढळल्यास वैद्यकीय अधिका-यांच्या निदर्शनास आणून देणे.
- ५) औषधांचे stock register व्यवस्थित ठेवणे व वेळोवेळी त्यावर स्वतःस्वाक्षरी करून नंतर त्यावर वैद्यकीय अधिका-यांची स्वाक्षरी घेणे.
- ६) मुदतबाहय तसेच near expiry औषधांची कल्पना वेळोवेळी वैद्यकीय अधिका-यांना देणे तसेच सदर औषधे डिस्पोज करणे.
- ७) वैद्यकीय अधिकारी यांनी दिलेल्या सूचनांचे पालन करणे.
- ८) ऑफिस कडून तसेच बाहेरून येणारी सर्व पत्रे तसेच नोटीसा वैद्यकीय अधिका-यांच्या निदर्शनास आणून देणे तसेच त्या व्यवस्थित पाने लावून ठेवणे.
- ९) आरोग्य केंद्रात आयोजल्या जाणा-या वेगवेगळ्या उपक्रमांची नोंद ठेवणे.
- १०) रजेवर जाण्यापूर्वी तशी पूर्वकल्पना वैद्यकीय अधिकारी यांना देऊन जाणे तसेच औषधांचा ताबा वैद्यकीय अधिका-यांकडे देऊन जाणे.
- ११) मिश्रक हा आरोग्याकेंद्रातील औषधे तसेच सर्जिकल मटेरियल चा साठा करणे तसेच खर्ची पडलेल्या औषधांची नोंद ठेवणे याकरता जबाबदार असेल.
- १२) वरील उल्लेख केलेल्या कामांशिवाय आरोग्याकेंद्राचे पूर्णवेळ केले जाणारे पत्रव्यवहार हे मिश्रक यांनी पहायचे आहेत. सदर जबाबदारी ही आरोग्याकेंद्रास पूर्णवेळ क्लार्क मिळेपर्यंत लागू असेल.

२४) भांडारपाल (Storekeeper):

- १) भांडारातील सर्व साहित्याचा साठा व वितरण नोंदवही अद्यावत ठेवणे.
- २) भांडारासाठी आवश्यक साहित्यांची मागणी किमान तीन महीने पुरेल इतका अंदाजे साठा शिल्लक असताना करणे.
- ३) वारंवार गरज भासणाऱ्या साहित्याची यादी अद्यावत ठेवणे व कार्यालयीन कामासाठीचे साहित्य पेन, स्टेपलर, फोल्डर्स, लेटर पॅड, नियमित वापरात येणारे पाकिटे, पेपर्स, टाचणी, टॅग, स्टॅप ईक, टोनर, सिलींगसाठीचा लाख,

सिलींग टेप, दोरा, इत्यादी साहित्याचा तुटवडा भासणार नाही याची दक्षता घेणे.

- ४) भांडारात उपलब्ध साहित्याचा सुयोग्य व काटकसरीने वापर व्हावा यादृष्टीने नियोजन करणे.
- ५) विद्यापीठात येणाऱ्या अभ्यागतांच्या स्वागतासाठी / सत्कारासाठी वारंवार लागणारे साहित्य उपलब्ध करून देणे.
- ६) वरिष्ठांनी वेळोवेळी नेमून दिलेली इतर कामे व जबाबदऱ्या पार पाडणे.

२५) वरिष्ठ लिपिक / लघुटंकलेखक/ कनिष्ठ लिपिक/ रेकॉर्ड किपर व समकक्ष पदे :

- १) प्राप्त सर्व प्रकारच्या कागदपत्रांची नोंदवही ठेवणे व वरिष्ठांना मागणी होताच सादर करणे.
- २) प्राप्त पत्रांची पोच देणे
- ३) प्राप्त पत्रे वरिष्ठांना अवलोकनार्थ / आदेशार्थ सादर करणे.
- ४) प्राप्त पत्रांची उत्तरे १५ दिवसात पाठवली जातील यासाठी आवश्यक टिपण / मसूदा सादर करणे
- ५) नवीन सेवा पुस्तके/फाईल्स तयार करणे व सर्व लिपिकवर्गीय दर्जाची कामे पार पाडणे
- ६) सर्व आवश्यक नोंदवह्या / अर्ज / नमुने तयार करणे व अद्यावत ठेवणे
- ७) सर्व कागदपत्रांची / दस्तांची माहिती ठेवणे व मागणी करताच उपलब्ध करून देणे.
- ८) जुन्या प्रकरणाची माहिती वेळोवेळी उपलब्ध करून देणे.
- ९) नियमित पत्रोत्तरे तयार करणे, स्मरणपत्र तयार करून पाठवणे.
- १०) मासिक त्रुटी अहवाल / आय - व्यय पत्रक तयार करून सादर करणे.
- ११) वरिष्ठांनी वेळोवेळी नेमून दिलेली अन्य कामे.

२६) प्रयोगशाळा सहायक (Laboratory Assistant):

- १) शिक्षक आणि विद्यार्थ्यांना प्रात्यक्षिकावेळी मदत करणे.
- २) डेड स्टॉक रजिस्टर ठेवणे आणि अद्यावत ठेवणे त्याचप्रमाणे कंझुमेबल साहित्याचे वापर रजिस्टर ठेवणे व ते पडताळणी वेळी सादर करणे.
- ३) प्रयोगशाळेसाठी आवश्यक साहित्य प्राप्त करणे व प्रयोगशाळा प्रमुखास पूर्ण सहकार्य करणे.
- ४) प्रयोगशाळा परिचर/सेवक/शिपाई यांच्या कामावर देखरेख करणे.
- ५) प्रयोगशाळेतील सुविधांचा गैरवापर होणार नाही याची काळजी घेणे.
- ६) पत्रव्यवहार आणणे आणि देणे.
- ७) संबंधित संकुलाचे संचालक / विभाग प्रमुख आणि वरिष्ठांनी वेळोवेळी नेमून दिलेली इतर कामे व जबाबदाऱ्या पार पाडणे.

२७) प्रयोगशाळा परिचर (Laboratory Attendant):

- १) प्रयोगशाळा स्वच्छ करणे, प्रयोगशाळेतील साहित्य व उपकरणे सुयोग्य जागेवर ठेवणे.
- २) विद्यार्थ्यां बरोबर उपकरणे हाताळणे, शिक्षक, प्रयोगशाळा सहाय्यक यांना सर्व प्रकारची मदत करणे.
- ३) साहित्य पडताळणी वेळी प्रयोगशाळा सहाय्यक व शिक्षकांना पूर्ण मदत करणे.
- ४) कोणतेही साहित्य हरविलेस, गहाळ झालेस त्याची माहिती सत्वर प्रयोगशाळा सहाय्यक, शिक्षक यांना देणे.

- ५) कपाटे, खिडक्या दरवाजे उघडणे आणि कार्यालय बंद होतेवेळी व्यवस्थित बंद करणे.
- ६) पत्रव्यवहार आणणे आणि देणे.
- ७) विभाग प्रमुख आणि वरिष्ठांनी वेळोवेळी नेमून दिलेली इतर कामे व जबाबदा-या पार पाडणे.

२८) वाहन चालक (Driver):

- १) विद्यापीठाच्या आवश्यकतेनुसार वाहनचालक परवान्याप्रमाणे वाहन चालवणे.
- २) वाहनाची अत्तुच्च दर्जाची देखभाल राखणे त्यामध्ये कोणताही दोष आढळल्यास, जाणवल्यास तात्काळ परीक्षण करून घेणे व प्राप्त अहवाल संबंधित विभागास सादर करून ती करवून घेणे.
- ३) गाडीचा वापर नोंदवही अद्यावत ठेवणे व वापर करणा-या अधिकारी / कर्मचारी यांच्याकडून ती प्रमाणित करून घेणे.
- ४) वाहनाची स्वच्छता ठेवणे.
- ५) नियोजित वेळी गाडीचे परीक्षण करून घेणे.
- ६) वाहन परवाना ज्या दर्जाच्या वाहनासाठी असेल ते वाहन वेळोवेळी वरिष्ठांच्या सूचनेनुसार चालविणे बंधनकारक आहे.
- ७) वाहन अपघाताबाबतची पूर्ण माहिती कुलसचिवांना देणे व त्याची नियमानुसार कार्यवाहीसाठी आदेश प्राप्त करून घेणे. तथापि, वाहन हे विना अपघात चालविण्यावर कटाक्ष ठेवणे.
- ८) वेळोवेळी वरिष्ठांनी दिलेल्या सूचनांचे पालन करणे.

२९) शिपाई (Peon)/ सेवक:

- १) सर्व खिडक्या दरवाजे उघडणे, विद्युत दिवे पंखे वातानुकूलन यंत्र सुरु करणे.
- २) कार्यालयाची पूर्ण स्वच्छता करणे, फर्निचर यंत्रे यांना धूळमुक्त ठेवणे त्याचप्रमाणे कर्मचारी / अधिकारी कार्यालयात नसतांना विद्युत दिवे, पंखे बंद करणे.
- ३) विभाग प्रमुख / स्वीय सहायकांच्या सूचनेनुसार कागदपत्रांची वर्गवारी करणे त्यांचे सुव्यवस्थित फाईलिंग करणे, कार्यक्रमपत्रिका / विषयपत्रिका / कार्यवृत्तांत सुव्यवस्थित लावणे त्याला स्टिचिंग /स्टेपलिंग करणे.
- ४) पाकीटावर तिकिटे चिकटवणे, लिफाफे चिकटवणे, पॅकिंग करणे.
- ५) निरोप आणणे, देणे, कागद, फोल्डर्स, परिपत्रक, बॅग, इत्यादी सूचनेनुसार आणणे किंवा देणे.
- ६) इतर उपकरणे, कागदपत्रे एका ठिकाणावरून इतरत्र आणणे - नेणे.
- ७) फ्रॅंकिंग मशिन, सायक्लोस्टाईल मशिन, फोटोकॉपीयर, फॅक्स, इत्यादी मशिन वापरणे.
- ८) वरिष्ठांनी सांगितलेली इतर सर्व प्रकारची कामे पार पाडणे.
- ९) कर्मचां-याना / अभ्यागतांना, पिण्याचे पाणी पुरविणे.
- १०) हस्तदेय पध्दतीने पोहोच करावयाचा पत्रव्यवहार पोहोच करणे व पोष्टाद्वारे / कुरिअरद्वारे पाठवणेची डाक पाठविणे.
- ११) कार्यालयात विद्युत / पाणी व इतर सुविधांचा गैरवापर होणार नाही याची दक्षता घेणे.

३०) सफाईगार / स्वच्छक (Sweeper):

- १) पैसेजेस, व्हरांडा, इमारती आणि सार्वजनिक वापराच्या खोल्या स्वच्छ व धूळमुक्त ठेवणे.
- २) आवश्यकतेनुसार स्वच्छता निरीक्षक यांच्या सूचना व मार्गदर्शनानुसार रेकॉर्डरूमची स्वच्छता करणे.
- ३) स्वच्छता गृहाची स्वच्छता राखणे.
- ४) सांडपाण्याचा / पावसाच्या पाण्याचा निचरा सुव्यवस्थित होत असल्याची खातरजमा करणे.

All other non-teaching staff :

The Principal shall also assign duties as per needs or requirements of the concerned colleges from time to time in respect of any other non-teaching staff.

Notwithstanding anything contained above, the Vice-Chancellor shall direct the Principals to assign duties to the employees in respect of conduct or University examination / admission etc. during the time of exigencies and the work related to Seminars, Conferences etc. undertaken at the University level.

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