

**MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES
NASHIK**

Manuals prepared under

section 4 (1) (a) & (b) of

Central Governments Information Act 2005

For University Administration (except Exam Dept.)

Appellate Authority

Dr. A. N. Suryakar

State Public Information Officer

Dr. R. T. Aher

Asst. Information Officer

Shri. R. S. Kapse

For University Examination

Appellate Authority

Dr. U. S. Raorane

State Public Information Officer

Shri . M. N. Kothawade

Asst. Information Officer

Shri. A. G. Kudchikar

Present Administrative set-up

Hon'ble Chancellor
His Excellency Governor of Maharashtra
Shri Shankar Narayanan

Hon'ble Pro-Chancellor
Minister of Medical Education
Dr. Vijaykumar Gavit

Hon'ble Vice – Chancellor
Dr. Arun V. Jamkar

Hon'ble Pro-Vice – Chancellor
Dr. A. P. Kulkarni

Planning Board
Offg. Director
Shri. S. R. Nerkar

Finance & Accounts Office
Shri N. V. Kalaskar
Offg. Finance & Accounts Officer

Registrar Office
Dr. A. N. Suryakar
Registrar

Student Welfare Dept.
Shri N. V. Kalaskar
Offg. Director

Exam Dept.
Dr. U. S. Raorane
Offg. Controller of Exams.

Reservation Cell
Shri. N. S. Kavede
Asstt. Registrar

Computer Dept.
Shri P. R. Patil
Asstt. Registrar

Academic Department (UG)
Dr. S. H. Fugare
Dy. Registrar

Academic Department (PG)
Smt. Vidya Thakare
Dy. Registrar

General Admin. Dept.
Shri M. P. Deshmukh
Asstt. Registrar

Establishment Dept.
Dr. R. T. Aher
Dy. Registrar

Eligibility Dept.
Shri N. S. Kavede
Asstt. Registrar

University Department Cell
Shri R. B. Nakave
Dy. Registrar

UDIRT
Dr. S. H. Fugare
Dy. Registrar

Public Relation Dept.
Shri. S. S. Torne
Public Relation Officer

Elect. Engg. Dept.
Shri. S. B . Marathe
University Engineer
(Elect)

Legal Cell
Shri S. S. Kulkarni
Law Officer

MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK

POWERS OF DUTIES OF THE UNIVERSITY

The University shall have the following powers and duties namely :-

- (1) to make provision to enable conducted and affiliated colleges and recognised institutions to undertake specialised studies;
- (2) to establish, maintain and manage University departments, laboratories, libraries, museums and equipments for teaching or research;
- (3) to establish, maintain and manage departments and institutions of research specialised studies or academic services unit ;
- (4) to organise maintain and manage colleges institutions, hostels, health centers, auditoria and gymnasiums ;
- (5) to provide for establishment of campuses for serving a group of affiliated colleges, and also to provide for and maintain common resources centers in such campuses in the form of libraries, laboratories, computer centers, and the like centers of learning ;

Provided that, in case of any industry or any non- Government organizations availing themselves of such facility of the University or such organizations providing the faculty to the University prior approval of the Government shall be obtained by the University;

- (6) to create posts of directors, principals, teachers and other teaching or non- vacation academic posts required by the University with the prior approval of the State Government, and to prescribe their qualifications and make appointments thereto;
- (7) to appoint or recognise persons working in any other University or organization as teachers of the University for specified period ; .
- (8) to create non-teaching skilled, administrative, ministerial and other posts and prescribe the qualifications and pay-scales for such posts, with prior approval of the State Government and to make appointments thereto ;
- (9) to facilitate mobility of teachers within the University and to other Universities with the consent of the teacher concerned ;
- (10) to make provision. wherever feasible in the University departments, affiliated colleges, institutions, recognised institutions and schools, for survey and collection of statistics, data and other particulars relevant to various developmental activities including State and National plans evaluation of the developmental schemes with the participation of the students as a part of their curricular activities;

- (11) to control and regulate admission of students for various courses or study in University departments, conducted and affiliated college, institutions, schools and recognised institutions;
- (12) to lay down the conditions of affiliation of colleges and recognition of institutions taking into account the credibility of the management and the norms of academic performance of colleges, faculties and subjects, as may be laid down from time to time, and satisfy itself by periodical assessment or otherwise that those conditions are fulfilled ;
- (13) to designate a University department, conducted college, an affiliated college, institution, or school as an autonomous University department, conducted college, affiliated college: or institution or school, as the case may be, in accordance with the guidelines, if any, laid down by the University Grants Commission;
- (14) to monitor and evaluate the academic performance of affiliated colleges and recognised institutions for affiliation and periodical accreditation ;
- (15) to inspect, where necessary, affiliated colleges and recognised institutions through suitable machinery established for the purpose, and take measures to ensure that proper standards of instruction, teaching and training are maintained by them, and adequate library, laboratory, hospital, workshop and other academic facilities are provided for ;
- (16) to hold and to manage trusts and endowments and institute and award, fellowships traveling fellowships, scholarships, studentship, medals and prizes for teachers and students or the University and colleges ;
- (17) to make arrangements for promoting welfare of employees of the University ;
- (18) to co-ordinate and regulate teaching and research in the affiliated colleges and recognised institutions;
- (19) to provide for the training and quality improvement of teachers and non-teaching employees;
- (20) to provide for periodical assessment of the performance of teachers and non-teaching employees of the colleges, institutions and University in accordance with the provisions of Statutes;
- (21) to regulate and provide for attendance of the teachers on the premises of the University or College or institutions during teaching hours and beyond teaching hours, as prescribed and to prohibit teachers from taking & or conducting private tuition or private coaching classes
- (22) to prescribe for conduct and discipline rules for teaching and non-teaching staff and to ensure the enforcement thereof;
- (23) to prescribe the Code of Conduct for managements;

- (24) to establish, maintain and manage, whenever necessary
 - i) a printing and publication department ;
 - ii) University extension boards ;
 - iii) information bureaus;
 - iv) employment guidance bureaus; and
 - v) such other activities as may be necessary and possible to fulfill the objects of the University;
- (25) to Co-operate or collaborate with any other University, institution, authority or organization for research and advisory services and for such purposes to enter into appropriate arrangement with other Universities, institutions, authorities, or organizations to conduct certain courses as the situation may demand ;
- (26) to rescind affiliation granted to the colleges ;
- (27) to explore the possibilities of augmenting the resources of the University by exploring or innovating activities such as research and development, consultancy, training programmes and providing services different clients from industry, trade or any other non-government organizations ;
- (28) to recommend to the Government to take over, *in the public interest*, the management of an affiliated college, institution or autonomous college in case where irregularities or commissions or omissions of criminal nature by the management of such college, or institution are *prima-facie* evident to the committee of enquiry appointed by the University;
- (29) to receive funds for collaboration programmes from foreign agencies subject to rules and regulations of the Central Government and Government in that behalf;
- (30) to lay down for teachers and University teachers, service conditions including code of conduct, workload, norms of performance appraisal, and such other instructions or directions as, in the opinion of the University, may be necessary in academic matters ;
- (31) to undertake development programmes in Health Sciences, research, consultancy based projects and training programmes for outside agencies, by charging fees so as to generate resources;
- (32) to provide for instruction and training in such branches of medicine and allied sciences as may be considered suitable and to make provision for research and for the advancement and dissemination of knowledge in Health Sciences, striving to maintain at all times highest possible standards of academic excellence;
- (33) to institute and award degrees, diplomas certificates and other academic distinctions for persons who shall have pursued approved courses of study in a University college or an affiliated college unless exempted there from in the manner prescribed and shall have passed the prescribed examinations of the University or shall have carried on research satisfactorily under conditions as may be prescribed ;
- (34) to develop, upgrade and start department in medical specialities a may be required and to provide instructions for such courses of study as it may determine;

- (35) to hold examinations and to confer honorary degrees or other distinctions under conditions as may be prescribed.
- (36) to prescribe conditions under which the award of any degree title, diploma and other academic distinctions may be withheld;
- (37) to institute, maintain and administer University colleges, hospitals and laboratories and institutes of research, library or other institutions necessary to carry out the objects of the University ;
- (38) to affiliate or recognise colleges and institutions and to withdraw such affiliation or recognition ;
- (39) to establish, maintain and administer hostels. to recognise hostels not managed by the University and to suspend or withdraw such recognition there from
- (40) to exercise such control over the students of the University, as well to secure their health, well being and discipline and to exercise through the affiliated colleges control for similar purposes over the students of affiliated colleges ;
- (41) to accept hold and manage any endowments, donations or funds which may become vested in it for the purposes of the University by grant testamentary disposition or otherwise, and to invest such endowments, donations or funds in any manner that the University may deem fit;
Provided that no donation from a foreign country, foreign foundation or any person in such country or foundation shall be accepted by the University save with the approval of the Government ;
- (42) to borrow money with or without security for such purpose, as may be approved by the Government from the Central Government. the University Grants Commission or other incorporated bodies subject to the provisions of this Act;
- (43) to fix fees and demand and collect such fees as may be prescribed ;
- (44) to undertake publication of works of merit and research pertaining to Health Sciences;
- (45) to establish and maintain University Libraries, Research Station and Museums;
- (46) to establish research posts and to appoint 'suitable persons to such posts;
- (47) to establish suitable residential accommodation to the staff of the University to the extent feasible;
- (48) generally to do such other acts or make such other provision& as may be deemed necessary or desirable to further the objects of the University;
- (49) to comply with and Carry out any directives issued by Government from time to time, with reference to above powers, duties and responsibilities of the University.

(As per Section 5 of MUHS Act 1998)

MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK
POWERS & DUTIES OF ITS OFFICERS & EMPLOYEES

1. Hon'ble Chancellor :

- (1) The Governor of Maharashtra shall be the Chancellor of the 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 the Vice-Chancellor shall submit the minutes of such meeting to the Chancellor for the Chancellor's perusal.
- (3) The Chancellor may call for such information and record relating to any affairs of the University and issue such directions thereupon as the Chancellor it may deem fit in the interest of the University and the authorities and officers of the University shall comply with such directions.
- (4) The Chancellor may after taking report in writing from the Vic-Chancellor suspend or modify any resolution, order or proceedings of any authority, body Committee or officer, which in the opinion of the Chancellor. is not in conformity with this Act, Statutes, Ordinances. Rules or Regulations made there under or is not in the interest of the University and tho University authority, body committee and officer shall comply with the same :

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 within the period specified, why such an order should not be made, and if any cause is shown, the Chancellor shall consider the same and wherever he deems it necessary, after consulting the Government, decide the action to be taken in the matter, and such decision shall be final.

- (5) 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 the University or any authority or body or committee, the Chancellor may, after giving such member an opportunity to offer explanation in writing and after considering such explanation, if any, and being satisfied that it is necessary so to do, suspend or disqualify such member for such period as the Chancellor may deem fit.
- (6) (a) The Chancellor shall have the right to cause an inspection to be made by such person or persons or body of persons, as he may direct, of the University, its buildings, hospitals, libraries, museums, workshops and equipments of any college, institution or hostel maintained, administered or recognised by the University and of the teaching and other work conducted by or on behalf of the University or under its auspices of, and of the conduct of examinations or other functions of the University and to cause an inquiry to be made in like manner regarding any matter connected with the administration or finances of the University;

- (b) The Chancellor shall, in every case, give due notice to the University of his intention to cause an Inspection or inquiry to be made and the University shall be entitled to appoint a representative, who shall have the right to be present and to be heard at the inspection or enquiry;
- (c) After an inspection or inquiry has been caused to be made, the Chancellor may address the Vice-Chancellor on the result of such inspection or inquiry and the Vice-Chancellor shall communicate to the Management Council the views of the Chancellor and call upon the Management Council to communicate to the Chancellor through him its opinion thereon within such time as may have been specified by the Chancellor. If the Management Council communicates its opinion within the specified time limit, after taking into consideration that opinion or where the Management Council fails to communicate its opinion in time, after the specified time-limit is over, the Chancellor may proceed and advise the Management Council upon the action to be taken by it, and fix a time limit for taking such action ;
- (d) The Management Council shall, within the time limit So fixed, report to the Chancellor through the Vice-Chancellor the action which has been taken or is proposed to be taken on the advice tendered by him ;
- (e) The Chancellor may, where action has not been taken by the Management Council to his satisfaction within the time limit fixed, and after considering any explanation furnished or representation made by the Management Council, issue such directions as the Chancellor may think fit, and the Management Council and other authority concerned shall comply with such directions ;
- (f) Notwithstanding anything contained in the preceding sub-sections, if at any time the Chancellor is of the opinion that in any matter the affairs of the University are not managed in furtherance of the objects of the University or in accordance with the provisions of this Act, and the Statutes and Regulations or that special measures are desirable to maintain the standard⁵ of University teaching, examinations, research, administration or finances, the Chancellor may indicate to the Management Council through the Vice-Chancellor any matter in regard to which he desires an explanation and call upon the Management Council to offer such explanation within such time as may be specified by him. If the Management Council fails to offer any explanation within the time specified or offers an explanation which in the opinion of the Chancellor, is not satisfactory, the Chancellor may issue such directions as appear to him to be necessary, and the Management Council and any other authority concerned shall comply with such directions ;
- (g) The Management Council shall furnish such information relating to the administration and finances of the University as the Chancellor may, from time to time, require ;
- (h) The Management Council shall furnish to the State Government such returns or other information with respect to the property or activities of the University as the State Government may, from time to time, require.
- (7) The Chancellor shall exercise such other powers and perform such other duties as may be conferred upon or vested in the Chancellor by or under this Act.

(As per Section 10 of MUHS Act 1998)

2. Hon'ble Pro-Chancellor :

- (1) The Minister incharge of the Medical Education in Maharashtra shall be the Pro-Chancellor of the University and shall, in the absence of the Chancellor, preside over the convocation of the University.
- (2) The Pro-Chancellor may call for his information any papers relating to the administration of the affairs of the University and such requisition shall be complied with by the University.
- (3) The annual programme of work of the University shall be referred to the Pro-Chancellor for his information and any suggestion made by him shall be considered by the Management Council.
- (4) He shall also exercise such powers and perform such duties of the Chancellor as the Chancellor may, by order in writing, delegate to the Pro-Chancellor and such delegation may be subject to such restriction and conditions as may be specified in such order.

(As per Section 11 of MUHS Act 1998)

3. Vice-Chancellor :

- (1) The Vice-Chancellor shall be the principal academic and executive officer of the University responsible for the development of academic programmes of the a 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 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 so to do.
- (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 provisions of the Act, Statutes, Ordinance Rules and Regulations are strictly observed and that the decisions of the authorities, bodies and committees which are not inconsistent with the Act., Statutes, Ordinances, Rules or 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 provisions of this Act, Statutes, Ordinances, Rules or 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 reason, 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 the 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 all emergency which requires immediate action to be taken, 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 would, 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 of *the* receipt of the notice of such action, an appeal to the Management Council.
- (8) Where any matter is required to be regulated by Statutes, Ordinances, Rules or Regulations but not Statutes, Ordinances, Rules or Regulations are made in that behalf, the Vice-Chancellor may, for the time being, regulate matter by issuing such directions as the Vice-Chancellor for thinks necessary, and shall at the earliest opportunity thereafter, place them before the Management Council or other authority or body concerned for approval. The Vice-Chancellor may, at the same time place before such authority or body for consideration the draft of Statutes, Ordinances. Rule" or Regulations as the case may be, required to be made in that behalf.
- (9) The Vice-Chancellor shall be the appointing authority for the University teachers 011 the recommendations of the selection committee constituted for the said purpose and after approval by the Management Council.
- (10) The Vice-Chancellor shall be the appointing authority for officers of the University of the rank of Assistant Registrar and of the rank equivalent thereto- and above and after approval by the Management Council.
- (11) As the Chairperson of the authorities or bodies or committees of the University, the Vice-Chancellor shall be empowered to suspend a 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 exercise such other powers and perform such other duties as may be conferred Upon the Vice-Chancellor by or under this Act.

(As per Section 16 of MUHS Act 1998)

4. Registrar :

- (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 Registrar shall act as Secretary of the Senate, Management Council, Academic Council and such other authorities, bodies and committees as prescribed by or under this Act.
- (3) The Registrar shall 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.
- (4) Subject to the decisions of the authorities of the University, the Registrar shall have the power to enter into agreements, sign documents and authenticate records on behalf of the University.
- (5) The Registrar shall be custodian of the records, the common seal and such other property of the University as the Management Council may, commit to his charge.
- (6) The Registrar shall conduct elections as per the programme approved by the Vice-Chancellor.
- (7) The Registrar shall prepare and update the Handbook of the Statutes, Ordinances and Regulations approved by the authorities, bodies or committees from time to time, and make them available to all the respective members of the authorities and officers of the University.
- (8) The Registrar shall receive complaints and suggestions in regard to the improvement of administration and consider them for appropriate action.
- (9) The Registrar shall exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him, from time to time by the Vice-Chancellor

(As per Section 18 of MUHS Act 1998)

5. Controller of Examinations :

- (1) Without prejudice to the generallty of the provisions of clause (b) of sub-section (1), the Controller shall be responsible for making all arrangements necessary for holding examinations and tests and declaration of results. It shall be the Controllers responsibility:-
 - (a) to prepare and announce in advance; the calendar of examinations :
 - (b) to arrange for printing of question papers ;
 - (c) to arrange to get performance of the candidates at the examination properly assessed, and process the results ;
 - (d) to arrange for the timely publication of results of examinations and other tests ;
 - (e) to 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 ;
 - (f) to take disciplinary action where necessary against the candidates, paper setters, examiners, moderators, or any other persons connected with examinations and found guilty of malpractices in relation to the examinations;
 - (g) to review from time to time, the results of University examinations and forward reports thereon to the Academic Council.
- (2) The Controller of Examinations shall exercise other powers and perform such other duties as may be prescribed or assigned to him, from time to time, by the Board of Examinations.

(As per Section 19 of MUHS Act 1998)

6. Finance & Accounts Officer :

- (1) The Finance and Accounts Officer shall maintain minutes of the meetings of Finance and Accounts Committee and the committees appointed by the Finance and Accounts Committee.
- (2) The Finance and Accounts Officer shall be responsible for presenting the annual budget, statement of accounts and audit reports, to the Finance and Accounts Committee and to the Management Council.
- (3) The duties of the Finance and Accounts Officer shall be to-
 - (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 any of the objects of the University;
 - (c) ensure that the limits fixed by the University for recurring and non-recurring 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 of investments;
 - (e) keep watch on the progress of collection of revenue and advise the Vice-Chancellor on the methods to be employed for collection;
 - (f) have the accounts of the University audited regularly;
 - (g) ensure that the registers of buildings, land, equipment and machinery are maintained upto-date and that the stock taking of equipments and other consumable materials in all offices, colleges, workshops and stores of the University is conducted regularly;
 - (h) propose to the Vice-Chancellor that explanation be called for unauthorised expenditure or other financial irregularities from any academic member of University;
 - (i) propose to the Registrar that explanation be called from any non-academic member for unauthorised expenditure or irregularities in any particular case, and recommend disciplinary action against the persons at fault;
 - (j) call from any office, centre, laboratory, college, department of the University or University institution, any information and returns as deemed necessary for the proper discharge of the financial responsibilities; and
 - (k) exercise such other powers, perform such other duties, and discharge such other financial functions as are assigned, by the Vice-Chancellor or are prescribed by Ordinances.

(As per Section 20 of MUHS Act 1998)

7. Regional Co-Ordinators :

- (1) The Regional Co-ordinator shall be responsible for the overall superintendence of sub-centre and effective discharge of the responsibilities entrusted to Regional Co-ordinator by the Vice-chancellor, which shall include :-
 - 1.1) Regional Co-ordinator shall be responsible for Communication of the information, as per the policies of the University, regarding all the matters related to the University with the institutions, under the regional purview. He / She shall provide all the information available on the University web-site regarding University matters, if requested by the institutional authorities, on the payment of Rs. 20/- per paper.
 - 1.2) Regional Co-ordinator shall make arrangements to receive and distribute material related to the University administration. (Example - Enrolment forms, etc.)
 - 1.3) Regional Co-ordinator shall supervise the central assessment program (CAP) in the region. He / She shall ensure the availability of the facilities as regard space, manpower, stationary, communication and other facilities in consultation with the Dean / Principal of the Institution where CAP is held.
 - 1.4) Regional Co-ordinator shall be overall responsible to supervise the Paper-setting work, as and when this work is carried out at Regional Centre.
 - 1.5) In case of non-reporting of practical examiner / theory evaluator, Regional Co-ordinator shall make alternative arrangement of an examiner / evaluator from the panel of examiners, in consultation with Hon'ble Vice-Chancellor.
 - 1.6) Regional Co-ordinator shall hold a joint account, in the name of Regional Co-ordinator and Principal / Dean of the Institution, where the centre is situated.
 - 1.7) Regional Co-ordinator shall arrange for the payment of T.A / D.A. bills and remuneration of the examiners.
 - 1.8) Regional Co-ordinator shall keep and disseminate all the information regarding workshop / training and other educational activities.
- (2) Regional Co-ordinator shall represent University in legal matters.
 - 2.1) Regional Co-ordinator shall be responsible to engage Advocate from the panel of Advocates, in the University matters.
 - 2.2) Regional Co-ordinator shall prepare and submit parawise reply in court cases.
 - 2.3) Regional Co-ordinator shall attend the court, as and when required.
- (3) In addition, Regional Co-ordinator shall also be responsible for carrying out such tasks and responsibilities as assigned to him / her by the Vice-chancellor from time to time.
- (4) Regional Co-ordinator shall be required to submit a "Quarterly Report" of the functioning of the subcentre to the Vice-Chancellor.
- (5) Regional Co-ordinator shall be the member secretary of the "Advisory Council" of the subcentre and shall be responsible for conveying its meetings and also recording of the minutes of the same (if approved).

(As per Appointment Order)

8. Director Student Welfare :

- (1) Student welfare activities of all students.
- (2) NSS activities of all students.
- (3) Sports & cultural activities of all students.
- (4) Project Cell : Varies Project of SW Department

(As per activities of Deptt.)

9. Employment Cell :

- (1) Employment-Enrollment & Guidance

(As per activities of Deptt.)

10. Director Planning Board :

The Board shall,-

- (1) suggest measures to create links and develop specific schemes of inter-university and University and college interaction with industry, agriculture, banks, commerce, science and community;
- (2) prepare University and college development plans, both short-term and long-term, keeping in view the objectives of the University as laid down in the Act and with due regard to the State and National Educational Policy;
- (3) recommend to the Management Council the development and collaborative programmes for the departments, colleges and the University;
- (4) monitor and report the progress of all such approved development and collaborative programmes to the Management Council once a year;
- (5) evaluate and assess the use of grants by University department, post-graduate centres and affiliated colleges in respect of development projects and submit the report to the Academic Council;
- (6) assess the manpower requirements of trained persons in different fields, such as, Health Sciences and technology and make necessary recommendations to the Academic Council introducing and strengthening of relevant courses of study;
- (7) organise academic audit of development and collaborative programmes of University institutions or departments, post-graduate centres and affiliated colleges, according to the provisions of the Statutes at least once in three years and make necessary recommendations to the University for implementation;
- (8) scrutinise the applications received for establishment. of new colleges or institutions for affiliation to the University and process the same for forwarding to the State Government as provided by the Statutes.

(As per Section 35 of MUHS Act 1998)

11. Incharge : Academic Department (UG) :

- (1) to process application for continuation of affiliation & recognition.
- (2) to process application for extension of affiliation & recognition.
- (3) to process for inspection of all Health Sciences colleges through Local Inspection Committee.
- (4) to process the application for establishing selection committees for selection of teachers in affiliated colleges.
- (5) to process the approval of teachers.
- (6) to upgrade the syllabi from time to time.
- (7) to organize the trainings & workshops for teachers.
- (8) to process the application of the students for transfer of the College after passing 1st year Health Sciences Course
- (9) to process the application of the students for transfer of the College for doing Internship Training Programme after passing final year Health Sciences Course..
- (10) Conduct of meetings of Board of studies and Faculties and to act. as per decision thereof-

(As per activities of Deptt.)

12. Incharge : Academic Department (PG) :

- (1) to process application for continuation of affiliation & recognition.
- (2) to process application for extension of affiliation & recognition.
- (3) to process application for permanent of affiliation & recognition.
- (4) to process for inspection of all Health Sciences colleges through Local Inspection Committee.
- (5) to process the recognition of teachers.
- (6) to upgrade the syllabi from time to time.
- (7) to organize the trainings & workshops for teachers.
- (8) to suggest suitable measures for improvement of its affiliated colleges & university teachers.

(As per activities of Deptt.)

13. Incharge : Administration Dept. :

- (1) to approve the advertisement proposals of affiliated colleges.
- (2) to approve the Roaster Register of affiliated college as per Govt. reservation policy.
- (3) to organize & co-ordinate the meetings of various authorities, bodies, committees & sub committees and to maintain all records like agenda & minutes of these meetings.
- (4) to correspond with various parities in administrative matters.

(As per activities of Deptt.)

14. Incharge : Eligibility Dept. :

- (1) to process the eligibility of students who enrolled themselves for Health Sciences Courses.(U.G. and P.G. Admissions)
- (2) Issue of Migration Certificates.

(As per activities of Deptt.)

15. Incharge : Legal Cell :

- (1) to process all legal matters of the University.
- (2) Grievances of teaching and non-teaching employees of all affiliated colleges.

(As per activities of Deptt.)

16. Incharge : Computer Dept. :

- (1) Updating the University website as & when required as per the instructions received from various departments of the University except for "Examination Results".
- (2) To recommend & introduce, latest & affordable, hi-tech technologies into the University & it's affiliated colleges to keep pace with time; that in turn encourages faster communication.
- (3) To develop user-friendly software's to seek data from affiliated colleges. This is a unique way towards proper data accumulation and that too with ease.

(As per activities of Deptt.)

17. Incharge: University Department Cell.

- (1) To process application for Ph.D. Registration.
- (2) To process application for Ph.D. Guide.
- (3) To process proposal for short-term certificate courses.
- (4) To process proposal to grant short-term scholarship for U.G. Student.
- (5) To process proposal to grant fellowship for University Teacher.
- (6) To help to organise the workshop for training the teacher in Medical Education Technology in the affiliated colleges.

(As per activities of Deptt.)

18. Internship Completion Certificate Cell

- (1) To process the application for internship Completion Certificate.

(As per activities of Deptt.)

19. Incharge: University Department of Interpathy Research and Technology (UDIRT)

Interpathy research activity is the need of time to promote researching different faculties of health sciences, MUHS has started University Department of Interpathy Research & Technology (UDIRT) from January 2006.

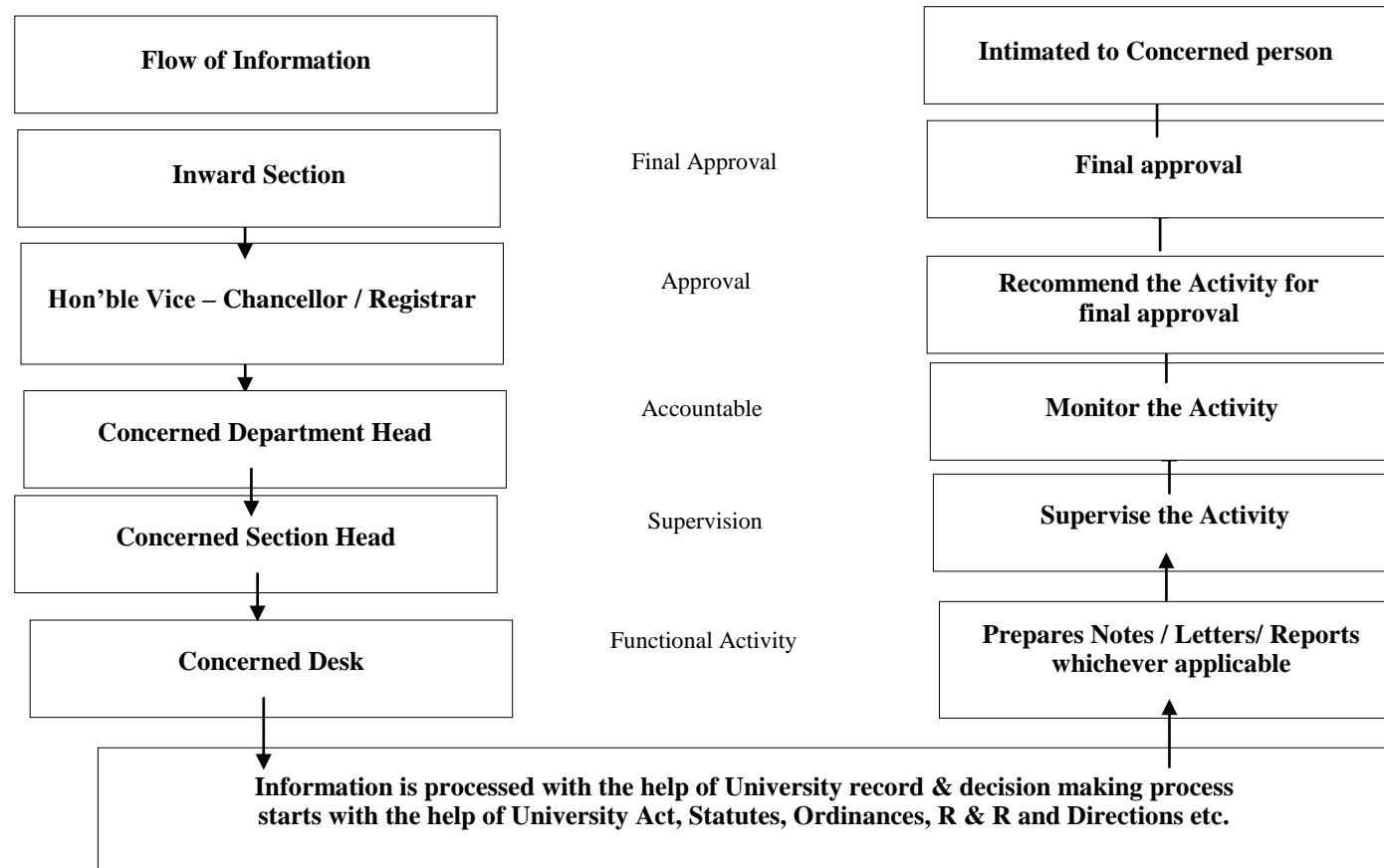
UDIRT Dept. is engaged with following activities

- (1) Two years Post Graduate Course – M.Sc. Pharmaceutical Medicine.
- (2) Scientific Advisory Committee (SAC)
- (3) Various Research Project (AYUSH)
- (4) Clinical Study (D.T.P. Trial)
- (5) Ethics Committee
- (6) Herbal Garden
- (7) Conduct of workshop & seminars

20. Incharge: Public Relations Dept.

- (1) Information collection from all departments of University.
- (2) Preparation of press releases.
- (3) Distribution of press releases to approved media house of entire Maharashtra.
- (4) Counselling of visitors. (i.e students, parents, teachers, other visitors).
- (5) Media relations & media management.
- (6) Promotion of Universities Knowledge update programs book, Digital Library, Perspective plan etc.
- (7) Event management of various functions of the University.
- (8) Editing & production of Universities official news letter MUHS 'Varta Vishesh'
- (9) Vehicle Management of University
- (10) Library Management of University.
- (11) Maintain Public Relations by attending Functions, Programmes, Seminars and Conferences as the representative of University.

Decision Making Process



Maharashtra University of Health Sciences, Nashik

(IV) The Norms set for discharge of functions

University follows the procedure & time limit as prescribed by Maharashtra University Of Health Sciences Act 1998, and various Statutes, Ordinance, Rules & Regulations and Directions made by or under it, if any.

(V) The rules, regulations, instructions, manuals & records, held by it or under its control or used by its employers for discharging it.

University follows the procedure & time limit as prescribed by Maharashtra University Of Health Sciences Act 1998, and various Statutes, Ordinance, Rules & Regulations and Directions made by or under it, if any.

(VI) A statement of the categories of documents that are held by it or under its control.

1. Confidential :-
 - a) Minutes & proceeding of B.O.E. meetings.
 - b) Proceedings of other Authority meeting.
 - c) Answer sheets of students.

2. Non - Confidential :- All other documents & records.

Maharashtra University of Health Sciences, Nashik

- vii) The particulars of any arrangement that exists for consultation with, or representation by, the members of public in relation to the formulation of its policy or implementation thereof.**

This University does not have any such laid down procedure but any member of public can write to Hon'ble Vice-Chancellor or Registrar of his representation. Such representation after due approval by Hon'ble Vice-Chancellor is placed for consideration in front of appropriate authority, viz Senate, Management Council, Academic Council, etc.

University has mainly four authorities as follows

- a) Senate - Finance related & broad policies.
- b) Management Council - All Administration related matters.
- c) Academic Council - All Academic matters.
- d) Board of Examination - All examination related matters.

Maharashtra University of Health Sciences, Nashik

(VIII) A statement of the boards, councils, committees & other Bodies consisting of two or more person constituted as its part or for the purpose of its advise, & as to whether meetings of these boards, councils, committees & other Bodies are open to the public or the minutes of such meeting are accessible for public.

Sr. No.	Authorities	Minutes / Proceeding
1	Senate	Proceedings are confidential, However copy of resolution required can be provided with the permission of Hon'ble Vice-Chancellor.
2	Management Council	Proceedings are confidential, However copy of resolution required can be provided with the permission of Hon'ble Vice-Chancellor.
3	Academic Council	Proceedings are confidential, However copy of resolution required can be provided with the permission of Hon'ble Vice-Chancellor.
4	Faculty	Proceedings are confidential, However copy of resolution required can be provided with the permission of Hon'ble Vice-Chancellor.
5	Planning Board	Proceedings are confidential, However copy of resolution required can be provided with the permission of Hon'ble Vice-Chancellor.
6	Board of Studies	Proceedings are confidential, However copy of resolution required can be provided with the permission of Hon'ble Vice-Chancellor.
7	Board of Examinations	Proceedings and minutes are confidential, and can not be provided to common public.
8	Other Comities & Sub Committees	Proceedings are confidential, However copy of resolution required can be provided with the permission of Hon'ble Vice-Chancellor.

(IX) A directory of its officers & employees

Sr. No.	Office	Tel Nos
01	Hon'ble Vice – Chancellor Dr. A.V. Jamkar	0253- 2531835, 2539110 0253-2539113 (F)
02	Hon'ble Pro-Vice – Chancellor Dr. A. P. Kulkarni	020-27285695 27280454 (F)
02	Registrar Dr. A. N. Suryakar	0253- 2539291, 2539292
03	Offg. Controller of Examination Dr. U. S. Raorane	0253- 2539215 0253-2539223(F)
04	Offg. Finance & Accounts Officer Shri. N. V. Kalaskar	0253- 2539140, 2539143, 2539144
05	Offg. Director, Students Welfare Shri. N. V. Kalaskar	0253- 2539170
06	Offg. Director, Planning Board Shri S. R. Nerkar	0253- 2539241
07	Academic Section (UG) Dr. S. H. Fugare	0253- 2539190, 0253-2539195 (F)
08	Academic Section (PG) Smt. Vidya Thakare	0253- 2539199 0253-2539200 (F)
09	Eligibility Section Shri. N. S. Kavede	0253- 2539232, 0253- 2539231(F)
10	UDIRT, Dr. S. H. Fugare	0253- 2539301/303
11	Establishment Section Dr. R. T. Aher	0253- 2539161/160
12	UDC, Shri. R. B. Nakave	0253-2539196
13	Computer Section Shri P. R. Patil	0253- 2539180 0253- 2539182
14	Administration Shri. M. P. Deshmukh	0253- 2539150 0253- 2539151
15	Public Relation Officer Shri. S. S. Torne	0253- 2539175
16	Civil. Engineer Dept. Shri. B. D. Aher	0253- 2539236
17	Electrical Engineer Dept. Shri. S. B. Marathe	0253- 2539185

18	Legal & Grievance Cell Shri. S. S. Kulkarni	0253- 2539237
19	Appellate Authority Registrar Dr. A. N. Suryakar	0253- 2539292, 2539291,
20	Public Information Officer Dr. R. T. Aher	0253- 2539161/160 0253- 2539163 (F)
21	Asst. Public Information Officer Shri R. S. Kapse	0253- 2539160 0253- 2539163(F)
22	Appellate Authority (For Exam Dept.) Offg. Controller of Exams Dr. U. S. Raorane	0253- 2539219
23	State Public Information Officer (For Exam Dept.) Shri . M. N. Kothawade	0253- 2539213
24	Asst. Information Officer (For Exam Dept.) Shri. A. G. Kudchikar	0253- 2539220

(X) The monthly remuneration received by each of its officers and employees including systems of compensation as provided in its regulations.

The monthly remuneration is paid as per prescribed pay rules of State Government in the pay scales as follows.

Sr. No	Post held	Pay scales	Graed Pay
01	Hon'ble Vice Chancellor	75,000 Fixed Basic + 5000/-	
02	Registrar	37,400 – 67,000	8900/-
03	Controller of Examinations	37,400 – 67,000	8900/-
04	Director, Planning Board	37,400 – 67,000	8900/-
05	Finance & Accounts Officer	37,400 – 67,000	8900/-
06	Dy. Registrar	15,600 – 39,100	7600/-
07	Asst. Registrar	15,600 – 39,100	5400/-
08	Electrical Engineer	15,600 – 39,100	5400/-
09	Law Officer	15,600 – 39,100	5400/-
10	Section Officer (PRO)	9,300 – 34,800	4400/-
11	Section Officer	9,300 – 34,800	4400/-
12	Statistical Officer	9,300 – 34,800	4400/-
13	Stenographer (HG)	9,300 – 34,800	4400/-
14	Accountant	9,300 – 34,800	4400/-
15	Asst. Accountant	9,300 – 34,800	4300/-
16	Stenographer (LG)	9,300 – 34,800	4300/-
17	Sr. Assistant	9,300 – 34,800	4300/-
18	Statistical Asst.	9,300 – 34,800	4300/-
19	Steno Typist	5,200 – 20,200	2400/-
20	Sr. Clerk	5,200 – 20,200	2400/-
21	Jr. Clerk/Typist/DEO	5,200 – 20,200	1900/-
22	Store Keeper	5,200 – 20,200	1900/-
23	Driver	5,200 – 20,200	1900/-
24	Peon	4,440 – 7,440	1300/-



MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES

Budget Estimates 2011-2012

Revised Estimates for the Financial Year 2010-2011 and Budget Estimates for the Financial Year 2011-2012.

The budget proposed in accordance with provision made under section 27 (e) and 83 (1) of Maharashtra University of Health Sciences Act, 1998

(Rs. In Thousands)

Sr. No.	Division of Budget	Original Estimates for the Financial Year 2010-2011		Actual from 01/04/2010 to 30/11/2010		Revised Estimates for the Financial Year 2010-2011		Budget Estimates for the Financial Year 2011-2012	
		Receipts	Expenditure	Receipts	Expenditure	Receipts	Expenditure	Receipts	Expenditure
A	MAINTENANCE BUDGET								
1	Own Resources	430423	399972	334968	203261	497379	402033	557783	496575
2	G.I.A. from Govt. for Salary & Office Expenses	47667	47667	18756	26823	44929	44929	52522	52522
B	DEVELOPMENT BUDGET								
1	G.I.A. from Govt. (Building & Construction)	40658	40658	1250	1250	34603	34603	70700	70700
2	University Work Department (Own Resources)	0	13500	0	67918	0	88210	0	60430
3	Infrastructure & Development (Own Resources)	0	37400	0	5864	0	16600	0	52110
C	Independent Project								
	INDEPENDENT PROJECT/ SCHEMES	7	7	1104	1104	1111	1111	3207	3207
	TOTAL (A+B+C)	518755	539204	356078	306220	578022	587486	684212	735544
	DEFICIT/SURPLUS		-20449		49858		-9464		-51332

(XII) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

University presently does not have teaching departments, hence NIL.

(XIII) Particular of recipients of concessions, permits or authorizations granted by it.

NIL.

(XIV) Details of information available to or hold by it, reduced to an electronic form.

- 1) Results of examinations.
- 2) Important Notifications & circulars.
- 3) Important Directions.
- 4) Important Information available on website.

(XV) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

- a) University has established Information cell & all requests made or by under this act are processed as per procedure laid down in the act.
- b) The requests made by the Teachers, students or Institution and any other Citizen of India are also processed and suitable response is given in appropriate time limit.

(XVI) The names & Designable & public Information officers are as follows.

Sr. no.	Officer	Name
1	Appellate Authority	Dr. A. N. Suryakar, Registrar Dr. U. S. Raorane, Offg. Controller of Exams
2	Public Information Officer	Dr. R. T. Aher, Dy. Registrar Shri. M. N. Kothawade, Dy. Registrar
3	Asst. Public Information Officer	Shri. R. S. Kapse, Senior Assistant Shri. A. G. Kudchikar, Senior Assistant

(XVII) Such other information as may be prescribed

- a. Other relevant information is available on University website.
- b. University website **www.muhsnashik.com** is updated from time to time.