Manual 1
Particulars of organization, functions and duties
[Section 1(1)(b)(i)]

- रचना, कार्य व कर्णभेद यांचा तपासल

1. Name of the organization:- Tilak Maharashtra Vidyapeeth, Pune

2. Postal address of the Organization :- Gultekdi, Pune 411 037

3. Website :- www.tmv.edu.in

4. Email:- registrar@tmv.edu.in

5. Phone Nos:- 224261856, 24264699, 24266068
   Fax-020-244403100

6. Brief History Background:- As per the directions given by Mahatma Gandhi during the Indian National Congress session held at Nagpur in 1920, Tilak Maharashtra Vidyapeeth was established in 1921, as an educational memorial of National Education. The establishment of the Vidyapeeth was aimed towards imparting National Education as conceived by Lokmanya Tilak in his four-fold formula (other three were Swaraj, Swadeshi and Boycott.)

   Tilak Maharashtra Vidyapeeth is known at the national level for its unique identity for the realization of the ideals of imparting national education and igniting patriotic sentiments amongst the youths during the pre-independence era. The namely, the Board of Management, the Academic Council, Planning and Monitoring Board, Faculties, Finance Committee etc. along with the Chancellor, Vice Chancellor and the Registrar as executive heads.

   Prominent persons having national recognition such as Shri. Yashwantrao Chavan and Shri. Shankarrao Chavan, (both former Union Home Ministers,) and Shri. Shivraj Patil-Chakurkar have been the Chancellor of the Vidyapeeth in the past. Presently, Shri. Vishwanath Palshikar (Retd. Justice, Bombay High Court) holds the position.

   Several eminent personalities such as Mahatma Gandhi, Jawaharlal Nehru, Dr. Zakir Husain, Dr. Shankar Dayal Sharma and others during their visit to the Vidyapeeth Campus have appreciated its uniqueness, culture and research work.

   The teaching and research work done by the Departments of Sanskrit, Ayurveda and Social Sciences are well acclaimed. The concept of non-formal education was first discussed at the national level in the year 1985. Eminent scholars associated with the Vidyapeeth gave a serious thought to the promotion of non-formal education and thus in 1985 itself the Department of Distance Education (formerly known as Mukta Vidya Kendra) came into being.
Organization:- Maharashtra

8. Type of University:- Deemed University

9. Act of the organization:- UGC norms & Rules/Regulations laid down by Vidyapeeth, of Maharashtra

10. Type of the funding:- State Government, Own Funds and various Funding Agencies like UGC ,/DEC/State /ICSSR/ISMH/ Inflbonet etc

11. Accreditation:- NAAC-re-accreditation is in process

12. Name of officers:-

1. Hon’ble Chancellor
   Smt. Vishwanath Palsnikar (Retd. Justice, Bombay High Court)

2. Hon’ble Vice Chancellor
   Dr. Deepak Tilak

3. Registrar

4. Asstt. Registrar

5. Chief Accountant

6. Librarian
   Smt. Dhanishtha Khandare
Manual 1

Aims (Constitution (घटना) )

1) To strive for an all-round development of student and to inculcate in them the spirit of nationality and faith in democracy.

2) To enable students to participate effectively productively in the process of national development, nation building.

3) To establish and conduct institution and departments for the study, teaching and research in various disciplines.

4) To make efforts to rejuvenates in students mind basic values of the of the ancient Indian heritage.

5) To impart education through the regional and other languages.

6) To initiate schemes for providing access to education at different levels to various segments of the society, particularly the disadvantages group in urban, rural and remote areas.

7) To undertaken the publication of suitable works in the various fields of learning sought to be developed by the Vidyapeeth.

8) To honors on eminent persons who have attained high proficiency in any one or more branches of learning being pursued at the Vidyapeeth or who have made a significant contribution to social progress by conferring honorary degree or other distinctions upon them.

9) to introduce an innovative non-formal system of higher education suited to the needs of the society.

10) To cater to the changing needs of society by disseminating knowledge relevant and useful in the modern globalized era.
OBJECTIVES :-

1. To provide for instruction and training in such branches of learning as it may deem fit.

2. To provide for research and for the advancement of and dissemination of knowledge.

3. To undertake extra mural studies, extension programmes and field outreach activities, to contribute to the development of society.

4. To do all such other acts and things as may be necessary or desirable to further the objectives of the Tilak Maharashtra Vidyapeeth.

14. Organization Charts:- (Enclosed.)

15. Authorities of the Vidyapeeth :-
   a. the Regulating Council
   b. the Board of Management
   c. the Academic Council
   d. the Finance Committee
   e. the Board of Studies
   e. such other bodies of the Vidyapeeth as are designed by the Rules Regulations of the Vidyapeeth.

16. No. of Teaching faculty:- (as on Feb 2014)

   Government sanctioned Posts: 17
   Professor       4
   Associate Prof. 5
   Associate Prof. 9
   Total           17

   Posts filled
   Professor     Reader  Lecturer  Total
   1             1        7        9

   Posts filled under Vidyapeeth Fund:
   Professor     Reader  Lecturer  Coordinator  Subject expert  Hon  Total
   4             8        94       4           11             3  124

17. No. of Non-teaching Staff:-

   Government sanctioned Posts: 52
   Class –I  Class –II  Class –III  Class –IV  Total
   1        3        31        17        52

   Posts Filled under Vidyapeeth Fund:
   Class –I  Class –II  Class –III  Class –IV  Total
   78        51        129
18. Details of Service provided:-

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Department</th>
<th>Services Provided</th>
</tr>
</thead>
</table>
| 1.      | Administration (Teaching & Non-Teaching) | 1. Recruitment procedure of Teaching and Non-teaching.  
a) Maintenance of Service record of all employees.  
2. Disciplinary matters.  
3. Work related to Post retirement benefits.  
4. Inward/Outward.  
5. Regarding Mediclaim facility to staff, Medical check up programs of students included colleges. |
<p>| 2.      | Security                             | Security of the buildings and this campus of the University.                                                                                       |
| 3.      | Academic Departments                | Administrative work related to Academic section, revision syllabi, Curriculum etc., P.G. recognitions of Teachers &amp; Ph.D. Guide of Teachers.         |
| 4.      | Admission Section                   | Eligibility of students, Issue of Transfer Certificates, Migrations Certificates. All work related to the U.G. and P.G. Admission.                  |
| 5.      | Examination                         | Pre &amp; Post Examination work, Conduct of examination.                                                                                              |
| 6.      | Finance                             | Budget, Grants Correspondence, Receipts &amp; Payments. Budget, Accounts &amp; Audit etc.                                                                   |
| 7.      | Library                             | Provide Reference Books, Text books, Journals internet facility to students, teachers, Researchers etc.                                               |
| 8.      | Reservation CELL                    | To implement the reservation policy of the Government for the welfare of reserved category candidates.                                             |
| 9.      | Estate &amp; Development                | Constructions of Vidyapeeth buildings, maintenance and repairs, gardening, guest house, water supply &amp; electricity supply, etc.                    |
| 10.     | RTI Cell                            | Matters related Right to information Act, 2005                                                                                                    |</p>
<table>
<thead>
<tr>
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<th>Services Provided</th>
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<tbody>
<tr>
<td>11.</td>
<td>Dept. of Sports</td>
<td>Arrange sports activities for colleges, University, to promote facility of games to the students of university jurisdictions, to plan &amp; organize inter-Collegiate, inter-university tournaments.</td>
</tr>
<tr>
<td>12.</td>
<td>Hostel</td>
<td>Hostel facilities for students on preferential basis</td>
</tr>
<tr>
<td>13.</td>
<td>Map of office location;</td>
<td>Main office at Gultekdi Campus.</td>
</tr>
<tr>
<td>14.</td>
<td>Working hours both for office and public:</td>
<td>For Office:- 9.30 am to 5.30 p.m. Lunch Time – 1.00 p.m. to 1.45 p.m. Visiting Hours For Public. 9.30 am to 5.30 pm for every working days. (Holidays – Sunday &amp; 2nd &amp; 4th Saturday)</td>
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