

**S. N. D. T. WOMEN'S
UNIVERSITY
MUMBAI- 400 020**

**Manual No. 1
Particulars of organization, functions and duties**

**[Section 4(1)(b ((i))]
Right to Information Act 2005**

**Manual I
Particulars of organization, functions and duties
[Section 4(1)(b)(i)]**

1 Name of the Organization :- **SNDT Women's University**

2. **Postal address of the main office**:-1, Nathibai Thackersey Road, Churchgate, Mumbai-400020.

Website :- www.sndt.ac.in

Email :- registrar@sndt.ac.in, vcoffice@sndt.ac.in, doee@sndt.ac.in

Phone Nos. :-022-2203 1879

Fort Campus :- 022-2203 2159

Juhu Campus :- 022-2660 8493, 2660 8462.

Pune Campus :- 020-2542 1678

Fax :- 022-2201 8226

3. Brief history and background for its establishment:-

The year 1896 marked the beginning of a new era in the history of women's education in India, when Dr. Dhondo Keshav Karve established an ashram for widows and helpless women at Hingne, near Pune. He realized that to make these women self-sufficient, self-reliant and self-confident schooling was essential. Karve launched a programme of schooling at the ashram, which later became a regular school for girls and women. He had a dream of establishing a women's university and his friends sent him a booklet on the Japanese women's university at Tokyo. In December 1915, Maharshi Karve in his presidential address to the National Social Reform Congress at Bombay announced his decision to shape his dream into reality and in 1916 the first college started with the enrolment of live students. This institution gradually took shape as a women's university.

The Vision of Maharshi Karve and the foresight of Sir Vitthaladas Thackersey led to the establishment of the first Women's University in India. Recognizing the pioneering work of Dr. Karve, Sir Vitthaladas Thackersey made a generous contribution of Rs. 15 Lacs to commemorate the memory of his mother, Nathibai. In 1920 after the great benefactor's mother Nathibai, the University was named as Shreemati Nathibai Damodar Thackersey Women's University.

In 1936, the headquarters of the University was shifted to Bombay, The University continued to grow, providing higher education to increasing number of women. In 1951, the University was granted statutory recognition and was renamed Shreemati Nathibai Thackersey Women's University, now popularly known as SNDT Women's University. The recognition came along with the rare privilege of having jurisdiction across the country.

Today SNDT has become a symbol of excellence in higher education, for women. The journey has been a long one since 1916. From a small Kutir at Pune the University has spread to five campuses.

<p>SNDT Women's University is committed to the cause of women's empowerment through access to education, particularly higher education, through relevant courses in the formal and non-formal streams. Further SNDT is committed to provide a wide range of relevant professional and vocational courses, with purposeful social responsibility and to achieve excellence with Quality in every activity.</p>

GOALS

The goals of the SNTD Women's University are:

- Provide access to higher education for women through formal and non- formal streams including adult and continuing education.
- Provide a wide range of professional and vocational courses for women to meet the socio-economic demands.
- Develop scholarship and research in emerging areas of study, particularly with focus on women's perspectives.
- Inculcate among women positive self- concept, awareness of women's issues and rights with a rational outlook towards society.
- Enhance purposeful education with 'human values' and social responsibility by participating in outreach programmes.
- Achieve excellence in the academic disciplines, research and extension activities through emphasis on 'quality in every activity'.

UNIVERSITY INFRASTRUCTURE

The campuses of the university have total area of 54 acres. The academic support services and facilities include computer Centre, laboratories and library and information services. The various Departments and Colleges at various campuses are Networked. The university's main library at Churchgate has two branch libraries – one at Juhu and the other at Pune, as well as a study centre at Ghatkopar, Mumbai. The Juhu library has a children's library.

The University has three auditoriums-one each at three of its campuses. Patkar Hall at Churchgate (700 seats), J.H. Mini Auditorium (125 seats) at Juhu and F.Z. Tarapore hall (500 seats) at Pune besides committee rooms at Churchgate and Juhu campuses. Each campus has hostel and canteen facilities. The departments and colleges of the university have well equipped laboratories in respective disciplines.

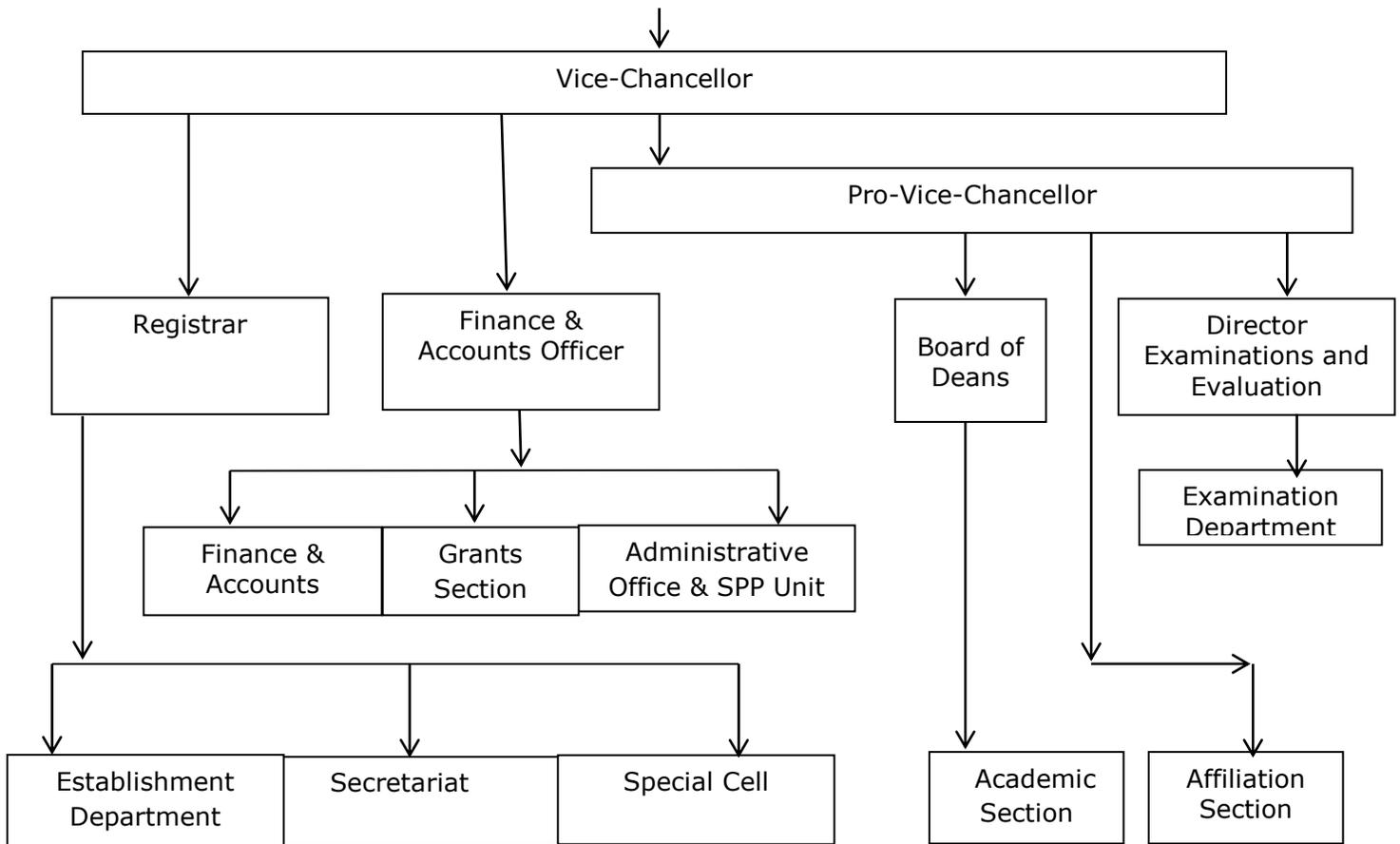
The University has community oriented extension work at a number of its centres-Palghar health initiative of Nursing college, Centre for Rural Development at Udwada Gujarat, CFBP Testing Laboratory at Juhu, Community Polytechnic at Varjreshwari and Urban Development at Department of P.G. Studies and Research in Home science, Juhu.

MANAGEMENT STRUCTURE

The University is governed by the Maharashtra Public Universities Act 2016. There is a special provision under this act empowering the University to affiliate any College / Institute in any state with a No Objection Certificate from the respective state Government.

SNTD WOMEN'S UNIVERSITY ORGANISATION

Chancellor, Governor of Maharashtra



The Vice-Chancellor is the Principal Academic and Administrative Head of the University. She is supported by other officials – Pro-Vice-Chancellor, Registrar who is the Chief Administrative Officer, the Board of Deans who is in-charge of academics, Director Examination and Evaluation of Examinations and Finance Officer who is in-charge of finance.

The Senate has authority over financial matters and it provides general guidance to the University in respect of social needs and relevance. Management Council has the authority to make statutes and ordinances and forward the same to the Senate. The Academic Council and the Board of Examinations are responsible for making and implementing policies on teaching and research and conducting examinations policies on teaching and research and conducting examinations respectively. Board of Deans plans and monitors the academic and physical development of colleges and University departments. Boards of Studies, Knowledge Resource Centre Committee, Board of Lifelong Learning and Extension and Board of University Teaching & Research monitor progress in the respective fields.

FACULTIES AND DEPARTMENTS

SNDT Women’s University has expanded in course of time from Liberal Arts, Languages, Humanities Social Sciences and Commerce to professional programme. Today the university has added faculties like Computer Science, Communication & Media, Management Studies, Technology, etc.

4. Jurisdiction of the Organization:-

Section 137 of the Maharashtra Public Universities Act 2016 provides this University with special provisions on its jurisdiction as under:-

(1) In addition to the other provisions of this Act and Statutes, the provisions set out in this section shall apply to the Shreemati Nathibai Damodar Thackersey Women's University.

(2) The territorial limits, within which the powers conferred upon the university by this Act shall be exercised, shall comprise the entire State, Provided that, the university may, subject to such conditions and restrictions as it and the State Government may think fit to impose, admit any women's educational institution in any other territory to the privileges of the university, with the approval of the Government concerned.

(3) Any female student from any part of the State of Maharashtra or any other territory may register as a private student of the university or join correspondence course or any other external degree or diploma course of the university.

(4) Any society, association or body in the State seeking affiliation or recognition by the university to the college or institution started or conducted by it exclusively for women students need not seek the permission of any other university in the area of which the college or the institution, as the case may be, is to be or is located. On an application of any such society or association or body, the university may, notwithstanding anything contained in any other law for the time being in force, grant the affiliation, with the previous sanction of the State Government, or the recognition, as the case may be, without seeking permission of any other university in the area of which the college or institution, as the case may be, is to be or is located.

(5) The university may, in the interest of women's education, start or conduct a college or research institution in any territory outside the State of Maharashtra, with the approval of the Government concerned.

(6) No educational institution affiliated to or recognized by the university shall be associated in any way with, or seek admission to any privileges of, any other university established by law, except, with the permission of the university and the State Government.

(7) The Senate of the university shall have the following additional members, namely:-

(a) Two representatives of women's educational associations or bodies in the State of Maharashtra, nominated by the Vice-Chancellor;

(b) Two representatives of women's educational associations or bodies from outside the State admitted to the privileges of the Shreemati Nathibai Damodar Thackersey Women's University, nominated by the Vice-Chancellor;

(c) One representative of women's educational associations or bodies in other territories, nominated by the Vice-Chancellor.

(8) The university shall have powers to draw up Statutes or Ordinances or Regulations or to undertake other activities, such as running schools, polytechnics, etc.

(9) No member of the Board of Examinations or the Committees of the University shall be appointed as paper setter, examiner, moderator or referee except with the written approval of the Board under exceptional circumstances to be recorded in writing.

5. **Type of University:** - State and Affiliating University

6. **No. of affiliated College:** - 177 Affiliated colleges, 38 University Departments, 13 Conducted Colleges and 7 Recognized Institutes.

7. **Act of the organization:** - Maharashtra Public Universities Act, 2016

8. **Type of funding:** – Central & State Government and University Grants Commission.

9. **Recognition:** – This University is as defined in Section 2(f) of the University Grants Commission Act, 1956; and includes an institution of higher learning deemed to be a University under Section 3 of the said Act

10. **Accreditation:** - Re-accredited 'A' Grade by NAAC.

The University was accorded 5 star status in 2002 & Re-accredited 'A' grade status in April 2016 by the National Assessment and Accreditation Council (NAAC).

11. **Name of Statutory officers:-**

Honorable Vice Chancellor - Dr. Sashikala Wanjari

Registrar - Dr. Sanjay N. Bhrambe

Finance & Accounts Officer (Additional Charge)- Dr. Sanjay N. Bhrambe

Director, Examinations and Evaluation – Dr. Subhash Waghmare

12. **Aims and objectives of the organization:-**

As per Section 4 of the Maharashtra Public Universities Act 2016

13. **Mission, Vision and Motto:-**

Vision

Today we visualize the SNTD Women's University as a world class university that continually responds to the changing social realities through the development and application of knowledge. The purpose of such engagement will be to create an inclusive society that promotes and protects the dignity, equality, social justice and human rights for all, with special emphasis on empowerment of women.

Mission

SNTD Women's University is committed to the cause of women's empowerment through access to education, particularly higher education, through relevant courses in the formal and non-formal streams. Further the university is committed to provide a wide range of professional and vocational courses for women to meet the changing socio-economic needs, with human values and purposeful social responsibility and to achieve excellence with "Quality in every Activity"

Motto

14. Organization Charts :-

Officers of the University:

- i) As per section 9 of the Maharashtra Public Universities Act 2016.
- ii) Other Officers of the University: -As per section 10 of the Maharashtra Public Universities Act 2016
- iii) Authorities of the University: -As per section 24 of the Maharashtra Public Universities Act 2016 (see clause 1 to11)

15.

- a) **No of Institutes** - 7
- b) **No of Departments in University** - 38
- c) **Model College** - 1 (Shrivardhan)

16.No.of faculty:

UNIV. AADHAVA - 281 POSTS,
PVDT COLLEGE OF EDUCATION - 16 POSTS
SVT COLLEGE OF HOME SCIENCE - 40 POSTS,
SNDT COLLEGE OF EDUCATION, PUNE - 09 POSTS

A	NAME OF THE POST	TOTAL SANCTIONED	FILLED	VACANT
	Professor & Equivalent	29	16	13
	Associate Professor & Equivalent	57	34	23
	Assistant Professor & Equivalent	260	168	92
	Total	346	218	128

UNIVERSITY TECHNICAL EDUCATION POSTS
C. U. SHAH COLLEGE OF PHARMACY, (14 POSTS)
P. V. POLYTECHNIC (62 POSTS)

B	NAME OF THE POST	TOTAL SANCTIONED	FILLED	VACANT
	Professor & Equivalent	3	1	2
	Associate Professor & Equivalent	12	5	7
	Assistant Professor & Equivalent	61	36	25
	Total	76	42	34

UNAIDED DEPARTMENTS

SNDT LAW SCHOOL - 04 POSTS,
CENTRE FOR DISTANCE EDUCATION - 05 POSTS
MASTER OF SOCIAL WORK - 02 POSTS,
UNIT - 70 POSTS
MCA - 06 POSTS, JDBIMS - 18 POSTS

C	NAME OF THE POST	TOTAL SANCTIONED	FILLED	VACANT
	Professor & Equivalent	19	3	16
	Associate Professor & Equivalent	27	7	20
	Assistant Professor & Equivalent	59	27	32
	Total	105	37	68

GRAND TOTAL (A+B+C)	527	297	230
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17. No. of Non-Teaching Staff :-

Class	No. of Employees
I	17
II	12
III	270
IV	168
Total	467

18. Details of Service provided:-

i) Duties to be performed to achieve the mission:-

Sr.No	Name of the Department	Services Provided
1	General Administration, Establishment & Teaching Appointment Unit	1) Inward/Outward of university mail. 2) Sanitation (Provide sanitary services). 3) Security of the university assets. 4) Transportation 5) Meeting Section for Senate, Academic Council, and Management Council. 6) Central record room 7) DTP Unit 8) Recruitment Non - teaching. 9) Human Resource Management. 10) Human Resource Development. 11) Departmental inquiry. 12) Post retirement benefits.

		<p>13) Recruitment Teaching.</p> <p>14) Human Resource Management.</p> <p>15) Human Resource Development.</p> <p>16) Departmental inquiry.</p> <p>17) Post retirement benefits.</p> <p>18) Providing information to the advocate for legal matters related to the section.</p> <p>19) Reply to RTI application related to the section</p>
2	Affiliation	<p>1) New college Affiliation, Extension and continuation of affiliation of existing colleges /Institutes.</p> <p>2) Staff approvals including approvals under CAS and age extension cases of affiliated colleges.</p> <p>3) Sending Expert/Local inspection Committee to affiliated colleges.</p> <p>4) Providing information to the advocate for legal matters related to the section.</p> <p>5) Reply to RTI application related to the section</p>
3	Academic Section	<p>1) Eligibility & Migration Certificates</p> <p>2) Under Graduate & Post Graduate Revised Syllabi & Curriculum, Faculties and Board of Studies. Academic Administration for students of University department.</p>
4	Examination	Pre & Post Examination work
5	Finance and Accounts	Finance, Accounts & Audit.
6	Library	Provide Reference Books, Text book, Journals, internet facility to students, teachers and Researchers.
7	Special Cell	<p>a) To implement the reservation policy of the Government for the welfare of reserved category candidates.</p> <p>b) To collect data regarding the implementation of the policies in respect of admissions, appointments to teaching and non-teaching positions in the university and in the affiliating colleges and analysis of the data showing the trends and changes towards fulfilling the required quota.</p> <p>c) To implement, monitor continuously and evaluate the reservation policy in the university, college and plan measures for ensuring effective Implementation of the policy and programs of the Government of India.</p> <p>d) To provide reservation for SC, ST, VJ/NT, SBC and OBC candidates in services as well as to improve the status of these peoples socially and educationally so that they can take their rightful place in the main stream of society.</p> <p>e) Roster verification of colleges and university ,</p>
8	Students welfare	Cultural programs, elections of students council, social Awareness environment.
9	N.S.S	NSS Special Camp, regular activities etc.
10	Campus Development	Constructions of university buildings, maintenance

		and repairs, supply of water supply & electricity etc.
11	Legal Cell	To Supervise and conduct all court cases relating to the University. To Provide legal opinion to the University. To file affidavits in court.
12	Physical Education & Sports	Arrange sports activities for colleges, and university, to promote facility of games to the students of university Jurisdictions.
13	Hostel	Hostel facilities for students.(Girls Only)
14	University Secretariat : University Meeting Cell Legal cell and RTI	To Supervise RTI cases relating to the University. To Supervise and conduct all court cases relating to the University. To Provide legal opinion to the University. To file affidavits in court. To manage administration of University meeting.

ii) **Powers and duties of University :-**

- The powers and duties of the university are prescribed under section 5 of the Maharashtra Public Universities Act 2016
- Powers and duties of the other officers as specified in the Maharashtra Public Universities Act 2016 & standard code rules 1984, and a prescribed by university, and powers delegated by superior officers.

19. **Map of office location:-**

1, Nathibai Thackersey Road, Churchgate, Mumbai-400020.

Total University Area per campus:

- Churchgate Campus -1.49 Acre
- Juhu Campus- 20 Acre
- Pune Campus - 17.90 Acre
- Shrivardhan Campus 23 Acre
- Palghar Campus - 3 Acre

Physical Assessment of Buildings:

I) Number of Buildings:

A. Churchgate: - 03 Nos.

1. Main Building
2. Patkar Hall Building
3. Annex Building

B. Juhu: - 09 Nos.

1. U. M. I. T. Building
2. Composite Building
3. J.D B I.M.S. Building
4. Exam section
5. Education technology Building
6. S.H.P.T Building
7. C.U. Shah
8. P.V.P.
9. Big Auditorium

C. Pune:- 17 Nos.

1. Guest House/ Administrative Building
2. P G Building
3. Arts & Commerce College
4. Library
5. Home Science
6. Staff quarter
7. Hostel old
8. Hostel New
9. Canteen
10. Nursery School Building
11. New Home science Building
12. Communication Media
13. B Ed College
14. Kanyashala
15. Karve Kutir
16. JDBIMS
17. Adult and Continue education

II) Hostel Rooms:

A **Churchgate:** 64 (55 Students room + 9 Guest room)

B **Juhu:** 127(123 Students room + 4 Guest room)

C Pune: 114 (112 Students room + 2 Guest room)

III) New Campuses:

1. Shriwardhan: 23 acres (approximately)
2. Palghar: 3 acres

Working hours for Office

For Office: - 10.00 a.m. to 5.15 p.m.

Monday to Saturday Lunch Break: - 01.00 p.m. to 01.30 p.m. Public Holidays: Sunday and 2nd & 4th Saturday are holidays.

20. Grievance Cell:-

I) Grievance Committee for teachers and employees of the University and the affiliated Colleges :

As per Section 79 of Maharashtra Public Universities Act, 2016.

II) University and College Tribunal :

As per section 80 of the Maharashtra Public Universities Act, 2016.

III) Students Grievances Redressal Committee:

As per Section 56 of Maharashtra Public Universities Act, 2016.