

University of Mumbai



No.REG/ICC/2019-20/09

REVISED CIRCULAR:

All the Heads/Directors of the University Departments/Institutions, Principal, Sir J.J. College of Architecture, Co-ordinators of Model Colleges at Talere/Ambavade, Directors of Sub Campuses at Thane and Ratnagiri, Director of School of Engineering and Applied Sciences, Kalyan, the Deputy Registrars/Assistant Registrars, Security Officer and In-charge of the various Sections/Units of the Registrar's Offices are hereby informed that considering the change in governing structure after the advent of Maharashtra Public Universities Act, 2016 and for effective facilitation, transparent and good governance, authorization of roles of various full-time Deans of the Faculties, the Management Council of the University at its meeting held on 14th August, 2019 vide item No.5 has noted the need of restructuring the administrative set-up and pattern of governance of University of Mumbai in tune with the provisions of the Maharashtra Public Universities Act, 2016.

Therefore, considering the facts, the matter of restructuring of administrative set-up and pattern of governance for various Administrative Departments/ Sections/ Units/ Cells has been reviewed and will be implemented. The details of administrative Departments/Sections/Units/ Cells are as delineated below:

Administrative Setup after Restructuring

Sr. No.	Existing Section/Dept./Unit & Location	Restructured Sections/Dept./Unit, AR/DR and Reporting Authority	OFFICE
01	Teaching Appointments & Approval Section (TAAS – UT)	Academic Appointments & Quality Assurance Cell (AAQA Cell) (University Teaching Appointments, IQAC, NAAC, NBA, NIRF, QS, Times Ranking, AAA, Statistical Cell (MIS, AISHE), Autonomy of	II Floor, Ambedkar Bhavan, Vidyanagari Campus, Kalina
02	Academic Planning & Development Section		

	(APD), Fort	University Departments/Institutions) 1 DR + 2 ARs	
03	Statistical Unit, Fort	Under the Deans of the Faculties.	
04	Establishment Section I/III, Fort	Human Resource Development Cell (HRDC)	Fort Campus
05	Establishment Section II/IV, Fort	(Non-teaching appointments, promotions, disciplinary actions and service records) 1DR + 3 AR Under Registrar	
06	General Administration Department (GAD), Fort	Fort Administration Section (FAS) (Gen Admin, Inward, Outward and Record Sections) 1 AR Under Registrar	Fort Campus
07	General Administration Department, Kalina	Vidyanagari Administration Department (VAD) (Gen Admin, Inward, Outward and Record Sections, Single Window System for non-autonomous Depts) 1 DR +3 AR Under Registrar	Ambedkar Bhavan, Vidyanagari
08	Thesis Section, Fort Academic Authorities, Fort (RRC meetings) RUSA and GIAN staff	Research Administration & Promotion Department (RAPC) [Ph.D. Thesis, Board of Research, RRC, Board of Innovation, Incubation, Board of National & International Linkages (GIAN, Incubation Centre, Foreign Student Cell, Alumni Association), UGC/MHRD/RUSA/DST/DBT/ CSIR & D, Minor/Major Research Proposals and schemes, Industrial Consultancy, CSR Funding] 1 DR + 2 AR +1 CEO Under Director (Innovation, Incubation and Linkages), DBOEE and Deans of the Faculties)	Nanotech. Centre Building, Vidyanagari
09	Affiliation Section, Fort	College Affiliations Department 1 DR + 1 AR Under the Deans of the Faculties and Registrar	Fort (to be shifted to Vidyanagari in Phase II)
10	College Teaching Appointments & Approval Section (TAAS – CT), Fort	College Development Section (College teachers/ Principal approval, Board of PG Education in Colleges/CDC) 1 DR + 1 AR Under Registrar and the Deans of the Faculties	Fort (to be shifted to Vidyanagari in Phase II)

11	Executive Authorities Unit, Fort	Statutory Authorities Section (SAS) Management Council Meetings,	Fort
12	Academic Authorities, Fort (AC meetings)	Senate Meetings, Academic Council Meetings 1 DR + 2 AR Under the Registrar	
13	Election Section, Fort	Election Section 1 DR Under the Registrar	Vidyanagari
14	Eligibility, Enrolment & Migration Units, Vidyangari	Admissions Monitoring, Enrolment, Eligibility & Migration Department (AEEMD) 1 DR + 1 AR Under DBOEE and Registrar	Vidyanagari
15	Under-graduate & Post-graduate Sections, Fort Academic Authorities Unit, Fort (BoS meetings)	Academic Meetings & Services (AMS) (work of UG + PG) and meetings and implementations of resolutions of BoS, Faculties, BoD, BUDIDS, Fee Fixation Committee 1 DR + 1 AR Under Deans of Faculties	Fort (to be shifted to Vidyanagari in Phase II)
16	Special Cell, Fort	Special Cell Liasion Officer (Professor Cadre)+1 DR +1 AR Under Registrar	Fort (to be shifted to Vidyanagari in Phase II)
17	RTI & Grievances Redressal Cell, Legal Cell, Office of College Tribunal	Legal, RTI & Grievances Redressal Section (RTI, Court Cases, Legal Advice, Employee Grievances, Office of College Tribunal) 1 AR, 1 Legal Advisor Under Registrar	Fort
18	Public Relations, Fort	Public Relations Office, Fort (Publications, Press Release, Reception, Inquiry Section, Annual Report, Call Centre Social Media) DR-PR, Under Registrar	Fort
19	Public Relations, Vidyanagari	Public Relations Office, Vidyanagri and Sub campuses (Publications, Press Release, Reception, Inquiry Section, University Brochure, Call Centre, Social Media) DR-PR, Under Registrar	Vidyanagri and Subcampuses
20	Security Dept, Fort and Vidyanagari	Vigilance & Disaster Management Cell S.O. + ASO Under Registrar	Fort, Vidyanagarian d Subcampus

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21	Controller of Printing & Stationery, Vidyanagari	University Press & Publication Section, CoP & S Under Director (BoEE)	Vidyanagari
22	Engineering Section, Campus Development Unit, Fort and Vidyanagari	Infrastructure Planning, Execution and Maintenance Department (IPEMD) 2 University Engineers Under Registrar	Fort, Vidyanagari, Sub-Campuses and Two model Colleges
23	Health Centre, Vidyanagari	University Health Care Centre Under DR (VAD)	Vidyanagari
24	IDOL Admin., Vidyanagari	IDOL Admin. Under Director-IDOL 2 AR	Vidyanagari
25	Admin. Setup for Autonomous University Depts/Institutions	Admin. Setup for Autonomous University Depts/Institutions, Under concerned Directors/Heads 1 AR	Churchgate, Vidyanagari
26	-	Admin setup for Study Centres/ Adhyasans, Chairs	Vidyanagari
27	Support Staff for Hostels, Guest House	Support Staff for Hostels, Guest House Under concerned Wardens/ Rectors	Churchgate, Vidyanagari
28	Sir J J College of Architecture	Admin setup for Sir J J College of Architecture	Fort
29	Thane Sub-Campus, Thane	Thane Sub-Campus, Thane (Thane sub campus + Kalyan School) 1 AR	Thane
30	School of Engineering & Applied Sciences, Kalyan, Dist Thane	Under Director/Coordinators	Kalyan
31	Ratnagiri Sub-Centre, Ratnagiri	Ratnagiri Sub campus, Ratnagiri 1 AR	Ratnagiri
32	Dr. B.R. Ambedkar Model College, Ambadve, Tal: Mandangad	Under Director/Coordinators	Ambadve
33	Vijayalaxmi Vishwanath Dalvie Model College, Talere, Tal :Kankavli, Dist : Sindhudurg		Talere
34	-	Palghar Sub campus	Palghar
35	Vice-Chancellor's Secretariat	Deputy Registrar-add. Charge Personal Assistant, VC Fellow	Fort, Vidyanagari
36	Pro Vice-Chancellor's Secretariat	Deputy Registrar-add. Charge Personal Assistant, VC Fellow	Fort, Vidyanagari

37	Registrar's Secretariat	Personal Assistant, VC Fellow	Fort, Vidyanagari
38	Deans' Secretariat	Personal Assistant, VC Fellow	Fort, Vidyanagari
39	CCF	Dept of Information and Technology (DIT) (Hardware procurement and maintenance, Software design and deployment for digital governance of Exam, Admin, Finance and Academics, website maintenance) Director- DIT Dean-Science and Technology	Fort, Vidyanagari, and Sub-Campuses
40	UCC		
41	Library	Knowledge Resource Center Director and Dy Director	Fort, Vidyanagari
42	Department of Students' Welfare V.V. Bhavan, 'B' Road Churchgate, Mumbai	Department of Students Development (DSD) 1 AR Under Director-SD	Churchgate
43	N.S.S. Cell, V.V. Bhavan, 'B' Road Churchgate, Mumbai	N.S.S. Cell, V.V. Bhavan, 'B' Road Churchgate, Mumbai Under Director-NSS	Churchgate
44	University Employment & Guidance Bureau, V.V. Bhavan, 'B' Road Churchgate, Mumbai	University Training and Placement Cell TPO	Churchgate
45	Department of Physical Education & Sports, Sports Pavilion New Marine Lines Mumbai	Department of Sports & Physical Education 1 AR Director (Board of Sports & Physical Education)	New Marine Lines
46	--	Cell for Planning, Development and Special Initiatives (PDSI)	Fort
47	Women Development Cell	Women Development Cell (WDC)	J P Naik Bhavan, Vidyanagari
48	Internal Complaint Committee	Internal Complaint Committee (ICC)	J P Naik Bhavan, Vidyanagari
Examinations (under DBOEE)			
49	Secretariat of Controller of Examinations 3 rd Floor, Mahatma Jyotirao Phule Bhavan, Vidyanagari	Secretariat of Director (Board of Examinations & Evaluation) P.A. Director (BoEE)	Mahatma Jyotirao Phule Bhavan, Vidyanagari (under Shifting to new Exam Building)

50	Manuscript Unit 3 rd Floor, Mahatma Jyotirao Phule Bhavan, Vidyanagari	Manuscripts and Appointments Unit 1 DR + 1 AR + 1 OSD + Supporting Staff (1 AR (MSS) + 1 OSD (Appointments Unit))	Mahatma Jyotirao Phule Bhavan, Vidyanagari (under Shifting to new Exam Building)
51	Appointments Unit 2 nd Floor, Mahatma Jyotirao Phule Bhavan, Vidyanagari		
52	Revaluation Section 2 nd Floor, Mahatma Jyotirao Phule Bhavan, Vidyanagari	Revaluation and Marks and Certificate Unit 1 DR + 2 ARs+ Supporting Staff	Mahatma Jyotirao Phule Bhavan, Vidyanagari (under Shifting to new Exam Building)
53	Marks & Certificate Unit, 1 st Floor, Mahatma Jyotir ao Phule Bhavan, Vidyanagari		
54	Central Assessment Process Section (CAP) Extension Building, , Mahatma Jyotirao Phule Bhavan, Vidyanagari	Central Assessment Process Section and Inward and Dispatch Section 1 DR + 2 ARs	Mahatma Jyotirao Phule Bhavan, Vidyanagari (under Shifting to new Exam Building)
55	Inward & Dispatch Section, Ground Floor, Mahatma Jyotirao Phule Bhavan, Vidyanagari		
56	Results Section (Engineering & Science Unit), First Floor, Mahatma Jyotirao Phule Bhavan, Vidyanagari	Results / Unfair Means Enquiry Sections (Commerce & Mgt, Engg & Tech, Humanities, Interdisciplinary) 1 DR + 3 Ars	Mahatma Jyotirao Phule Bhavan, Vidyanagari (under Shifting to new Exam Building)
57	Results Section (Commerce & Management Unit), First Floor, Mahatma Jyotirao Phule Bhavan, Vidyanagari		
58	Results Section (Arts Unit), First Floor, Mahatma Jyotirao Phule Bhavan, Vidyanagari		

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59	Unfair Means Enquiry Section, First Floor, Mahatma Jyotirao Phule Bhavan, Vidyanagari		
60	Office of the Public Relations, Third Floor, Mahatma Jyotirao Phule Bhavan, Vidyanagari	Office of the Public Relations - 1 DR PRO (Half day)	Mahatma Jyotirao Phule Bhavan, Vidyanagari (under Shifting to new Exam Building)

Finance and Accounts Department, under FAO

61	Secretariat of F & A. O. Ground Floor, Fort
62	Office of Finance & Accounts Fort
63	Office of the Chief Accountant (F. & A.O.) Third Floor, M.J. Phule Bhavan
64	Post Retirement Benefit Section Ground Floor, Fort
65	Finance & Accounts II Ground Floor Fort
66	Bills Unit III Ground Floor, Fort
67	Finance & Accounts VI Ground Floor, Fort
68	Internal Audit Ground Floor, Fort
69	Salary Unit Ground Floor, Fort
70	Accounts Office IDOL, Vidyanagari
71	Accounts Office J.B.I.M.S. Backbay Reclamation, Churchgate

New Administrative Setup for **Dept of Information and Technology** comprising of CCF and UCC and **Single Window System for Nonautonomous Academic Departments** will be announced and implemented in due course.

A copy of Revised Administrative Booklet for restructuring the administrative set-up and pattern of governance at University of Mumbai, in tune with the provisions of the

Maharashtra Public Universities Act, 2016 is enclosed herewith for kind perusal. The proposed restructuring will be effective from 11th November, 2019.

All the concerned are therefore requested to note the same and cooperate the University administration in implementing the restructuring of administrative setup.

Mumbai – 400 032
8th December, 2019

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(DR. AJAY DESHMUKH)
REGISTRAR

To,

All the Heads/Directors of the University Departments/Institutions, Principal, Sir J.J. College of Architecture, Co-ordinators of Model Colleges at Talere/Ambavade, Directors of Sub Campuses at Thane and Ratnagiri, Director of School of Engineering and Applied Sciences, Kalyan, the Deputy Registrars/Assistant Registrars, Security Officer and In-charge of the various Sections/Units of the Registrar's Office

[A] Copy forwarded for information to:

1. The Dean, Faculty of Science & Technology
2. The Dean, Faculty of Commerce & Management
3. The Dean, Faculty of Humanities
4. The Dean, Faculty of Inter-disciplinary Studies
5. The Director, Board of Examinations & Evaluation
6. The Finance & Accounts Officer
7. The Director, Board of Innovation, Incubation & Linkages
8. The Director, Knowledge Resource Centre
9. The Director, Lifelong Learning and Extension
10. The Director, Students' Development
11. The Director, Physical Education & Sports
12. The Director, National Service Scheme

[B] Copy forwarded for information and necessary action to:

1. The Deputy Registrar, Human Resource Development
2. The Deputy Registrar, Public Relations
3. The Deputy Registrar, Salary Unit
4. The Assistant Registrar, PRBS
5. The Deputy Registrar, Vice-Chancellor's Office
6. The Deputy Registrar, Pro Vice-Chancellor's Office
7. The P.A. to Registrar

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REGISTRAR