

University of Mumbai



No.REG/ICC/2019-20/17

C I R C U L A R:

All the Heads / Directors of the University Departments / Institutions, Principal, Sir J.J. College of Architecture, Coordinators 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 (e.g. duties and responsibilities of various statutory officers including full-time Deans of the Faculties) and thus to facilitate the effective, transparent and good governance, 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	Revised Structure of Sections/Dept./Unit, AR/DR and Reporting Authority	OFFICE
01	Teaching Appointments & Approval Section (TAAS – UT)	Academic Appointments & Quality Assurance (AAQA) : DR A. AR-I : University Dept and Constituent Colleges Teaching Appointments, CAS Promotions, Service Record Maintenance and Updating, etc. B. AR-II: IQAC, NAAC, NBA, NIRF, QS, Times Ranking, AAA, Statistical Cell (MIS, AISHE), Autonomy of University	II Floor, Ambedkar Bhavan, Vidyanagari Campus, Kalina
02	Academic Planning & Development Section (APD), Fort		
03	Statistical Unit, Fort		

		Departments / Institutions, Academic Audit of Colleges, etc. 1 DR + 2 ARs Under the Dean, Humanities	
04	Establishment Section I/III, Fort	Human Resource Development Cell (HRDC): DR A. AR-I : Non-teaching appointments, promotions, transfers, disciplinary actions and service records, Roster, Annual CR, etc. B. AR-II: Superannuation & Work related to Post retirement benefits, Deployment of Daily Wedges Staff, Implementation and monitoring of Employee Welfare Schemes, etc. C. AR-III: Recruitment/ Services of statutory Officers, Maintenance and updating Service Book of teaching and Nonteaching Staff, facilitation of correspondences with Director, JD-HE and other Govt. Offices, etc. 1DR + 3 AR Under Registrar	Fort Campus
05	Establishment Section II/IV, Fort		
06	General Administration Department (GAD), Fort	Fort Administration Section (FAS) 1 AR: Gen Admin of Fort and Churchgate Campus, Campus Hygiene and Garden Maintenance, Inward, Outward, Record and Documentation, Vehicle Purchase, Maintenance and Transportation, Telephone and Intercom Facilitation, records of circulars and notifications issued by the University and the Government, etc. Under Registrar	Fort Campus
07	General Administration Department, Kalina	Vidyanagari Administration Department (VAD): DR A. 1 AR: Gen. Admin of Vidyanagari Campus, Campus Hygiene and Garden Maintenance, Inward, Outward, Record and Documentation, Telephone and Intercom Facilitation, Quarters allotment, Health Care Centre, etc. B. 2 AR: Single Window System for Gen Admin. of non-autonomous Departments in tune with Heads of University Departments. 1 DR + 3 AR Under Registrar	Dr. Babasaheb Ambedkar Bhavan, Vidyanagari

08	Thesis Section, Fort Academic Authorities, Fort (RRC meetings) RUSA and GIAN staff	Research Administration & Promotion Department (RAPC): DR A. AR: Board of Research, RRC, IAIP, continuation/ permanent affiliations of Research Centers, conduction of PET Exam, M. Phil and Ph.D. - registration to award, etc. B. AR & CEO: Board of Innovation, Incubation, Board of National & International Linkages (GIAN, Incubation Centre, Foreign Student Cell), UGC/ MHRD/ RUSA/ DST/ DBT/ CSIR R& D Minor/Major Research Proposals and schemes, Industrial Consultancy, CSR Funding, FIST, SAP, etc. 1 DR + 2 AR +1 CEO Under Director (Innovation, Incubation and Linkages)	Nanotech. Centre Building, Vidyanagari
09	Affiliation Section, Fort	College Affiliations and Development Department (CAD) comprehensive 5 year perspective and annual plan, new colleges, additional divisions in existing colleges, new courses, grant of autonomy, 12 B/ 2f procedures, continuation /permanent affiliation, Shifting/ Closure, LIC, SKP, B Voc. Add on courses, CDC, etc. DR A. 1 AR: Science, Arts and Commerce B. 1 AR: Professional and Other Colleges 1 DR + 2 AR Under Registrar	Fort
10	College Teaching Appointments & Approval Section (TAAS – CT/ CONCOL), Fort	College Teachers Approval Unit (CTA) Monitoring of Recruitment procedures of college teaching faculty and their CAS promotions through API at Colleges, Appointment of College Principals/ Directors, etc. 1 DR Under Dean, Commerce & Management	Fort

11	Executive Authorities Unit, Fort	Executive Authorities Section (EA) Senate and Management Council Meetings and related admin work. 1 DR + 1 AR Under Registrar	Fort
12	Election Section, Fort	Election Section Election to any authority or body of the University, procedure of nomination / co-option on various authorities or body of the University, meeting of the Standing Committee for filling vacancies 1 DR Under Registrar	Vidyanagari
13	Eligibility, Enrolment & Migration Units, Vidyangari	Admissions, Enrolment, Eligibility & Migration Department (AEM) Admissions (including additional intake), Enrolment, PRN, Eligibility, Migration, Govt. Scholarships to Students, etc. 1 DR + 2 AR (1 AR Vacant) Under DBOEE	Vidyanagari
14	Under-graduate & Post-graduate Sections, Fort Academic Authorities Unit, Fort (AC, BoS meetings)	Academic Authorities, Meetings & Services (AAMS) DR A. 1 AR: meetings of Academic Authorities and executions of resolutions: Academic Council, BoS, Faculties, BoD, BUDIDS, BPGEC, Fee Fixation Committee, etc. B. 1 AR: work of UG + PG corresponding to implementations of resolutions of Academic Authorities, etc. 1 DR + 2 AR Under Dean, Inter-disciplinary Studies	Fort
15	Special Cell, Fort	Special Cell To implement and monitor continuously the reservation policy of Government & UGC regarding the recruitment and promotion for SC/ST/VJ/NT/ OBC/ SBC/PH category candidates in the University and Affiliated Colleges, etc. 1 DR +1 AR Under Registrar	Fort

16	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, making of Ordinance and Statutes, etc. Legal Advisor/ Law Officer, 1 AR, Under Registrar	Fort
17	Public Relations, Fort	Public Relations Office, Fort Publications, Press Release and Media Management, Reception, Inquiry Section, Annual Report, Call Centre, Social Media, etc. DR-PR, Under Registrar	Fort
18	Public Relations, Vidyanagari	Public Relations Office, Vidyanagari and Sub campuses Publications, Press Release and Media Management, Reception, Inquiry Section, University Brochure, Call Centre, Social Media, etc. DR-PR, Under Registrar	Vidyanagari and Sub campuses
19	Security Dept, Fort and Vidyanagari	Vigilance & Disaster Management Cell Continuous Campus Vigilance, Installation of CCTV and monitoring, Firefighting and Disaster Management, Peace keeping, Communication with Police and similar Agencies, etc. S.O. +4 ASO Under Registrar	Fort, Vidyanagari and Sub-campuses
20	Controller of Printing & Stationery, Vidyanagari	University Press printing of University books/ publications, Stationary procurement and distribution, e-tendering, etc. CoP&S Under Director (BoEE)	Vidyanagari
21	Engineering Section, Campus Development Unit, Fort and Vidyanagari	Infrastructure Planning, Execution and Maintenance Department (IPEMD) All matters connected with creation of new civil infrastructure and maintenance of the existing civil infrastructure and all related facilities, such as roads, electricity, water supply, etc. Engineer I : Fort and Vidyanagari Campus Engineer II : Thane, Ratnagiri Sub-Campuses, School of Engineering	Fort, Vidyanagari, Sub-Campuses and Two model Colleges

		and Applied Sciences, Kalyan, Palghar, Sindhudurg and Model Degree Colleges at Talere / Ambadve 2 University Engineers + 1 AR (Proposed) Under Registrar	
22	Health Centre, Vidyanagari	University Health Care Centre Regular medical check-up of Students and Employee of University, to certify Medical Fitness of Employee, Health Insurance related issues, Creation, upgradation/ augmentation and maintenance of Health-related Infrastructure Under DR (VAD)	Vidyanagari
23	IDOL Admin.,Vidyanagari	IDOL Admin. Administrative work related to Admissions, Enrolment, Academic Governance, Finance, and Examinations of all DOL Programmes, correspondences with Govt and UGC, etc. 2 DR + 4 AR + DR-PR Under Director-IDOL	Vidyanagari
24	Admin. Setup for Autonomous University Depts/Institutions	Admin. Setup for Autonomous University Depts / Institutions Administrative work related to Admissions, Enrolment, Academic Governance, and Examinations Under concerned Directors / Heads 1 DR	Vidyanagari
25	-	Admin setup for Study Centres/ Adhyasans, Chairs 1 AR	Vidyanagari
26	Support Staff for Hostels, Guest House	Support Staff for Hostels, Guest House Under concerned Wardens/ Rectors	Churchgate, Vidyanagari
27	Sir J J College of Architecture	Admin setup for Sir J J College of Architecture Administrative work related to Admissions, Enrolment, academic governance, and Examinations, etc. Under Principal-JJCA	Sir. J.J. College, Fort

28	Thane Sub-Campus, Thane,	Thane Sub-campus, Thane (Thane sub campus + School of Engineering and Applied Sciences, Kalyan) As per Maharashtra Public Universities Act-2016 (Section 38) 2 AR Under Director- Sub campus	Thane
	School of Engineering & Applied Sciences, Kalyan, Dist Thane		Kalyan
29	Ratnagiri Sub-Centre, Ratnagiri	Ratnagiri Sub campus, Ratnagiri As per Maharashtra Public Universities Act-2016 (Section 38) 1 AR Under Director- Subcampus	Ratnagiri
30	Dr. B.R. Ambedkar Model College, Ambadve, Tal: Mandangad		Ambadve
31	Vijayalaxmi Vishwanath Dalvie Model College, Talere, Tal : Kankavli, Dist : Sindhudurg		Talere
32	-	Palghar Sub campus (Proposed) 1 AR (proposed) As per Maharashtra Public Universities Act-2016 (Section 38) Under Director- Sub campus	Palghar
33	-	Sidhudurg Sub campus 1 AR (proposed) As per Maharashtra Public Universities Act-2016 (Section 38) Under Director- Subcampus	Sidhudurg
34	Vice-Chancellor's Secretariat	Vice-Chancellor's Secretariat DR PA	Fort, Vidyanagari
35	Pro Vice-Chancellor's Secretariat	Pro Vice-Chancellor's Secretariat DR PA	Fort, Vidyanagari
36	Registrar's Secretariat	Registrar's Secretariat PA	Fort, Vidyanagari
37	-	Deans' Secretariat PA	Fort, Vidyanagari
38	Jamnalal Bajaj Institute of Management Studies J.B.I.M.S.	AR Under Director, JBIMS	Backbay Reclamation Churchgate
39	CCF	Dept of Information and Communication Technology (DICT) As per Maharashtra Public Universities Act-2016 (Section 49) Organisation of Meetings of Board of IT, Hardware procurement and maintenance, Software design and	Fort, Vidyanagari, and Sub-Campuses
40	UCC		

		deployment for digital governance of Exam, Admin, Finance and Academics, website maintenance Director- ICT + 1 AR (proposed) Under Dean-Science and Technology	
41	Library	Knowledge Resource Center (KRC) As per Maharashtra Public Universities Act-2016 (Section 21, 96) Director and Dy Director, KRC	Fort, Vidyanagari
42	Department of Students' Welfare V.V. Bhavan, 'B' Road Churchgate, Mumbai	Department of Student's Development (DSD) As per Maharashtra Public Universities Act-2016 (Section 23A, 55) 1 AR Under Director-SD	Churchgate
43	N.S.S. Cell, V.V. Bhavan, 'B' Road Churchgate, Mumbai	N.S.S. Cell, As per Maharashtra Public Universities Act-2016 (Section 23B) 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 (UTPC) TPO (proposed) Under Dean, Commerce & Management	Churchgate
45	Department of Physical Education & Sports, Sports Pavilion New Marine Lines Mumbai	Department of Sports & Physical Education As per Maharashtra Public Universities Act-2016 (Section 24,57, 58) 1 AR Under Director (Board of Sports & Physical Education)	New Marine Lines
46	Adult & Continuing Education and Field Outreach	Lifelong Learning and Extension Dept As per Maharashtra Public Universities Act-2016 (Section 22, 45, 46) Under Director (Board of Lifelong Learning and Extension (BLLE))	
47	--	Cell for Planning, Development and Special Initiatives (PDSI)	Fort
49	Women Development Cell	Women Development Cell (WDC) As per UGC Regulations	J P Naik Bhavan, Vidyanagari

50	Internal Complaint Committee	Internal Complaint Committee (ICC) As per UGC Regulations	J P Naik Bhavan, Vidyanagari
51	WRIC	WRIC Under Director	Vidyanagari
52	ICSSR (WZ)	ICSSR (WZ) Under Director	
Examinations and Evaluation, under DBOEE As per Maharashtra Public Universities Act-2016 (Section 17, 47, 48)			
53	Secretariat of Controller of Examinations 3 rd Floor, , Mahatma Jyotirao Phule Bhavan, Vidyanagari	Secretariat of DBoEE PA	Mahatma Jyotirao Phule Bhavan, Vidyanagari (to be Shifted to new Exam Building)
54	Manuscript Unit 3 rd Floor, , Mahatma Jyotirao Phule Bhavan, Vidyanagari	Manuscripts and Appointments Unit 1 DR + 3 AR [2 AR (MSS) + 1 AR Appointments Unit]	Mahatma Jyotirao Phule Bhavan, Vidyanagari (to be Shifted to new Exam Building)
55	Appointments Unit 2 nd Floor, Mahatma Jyotirao Phule Bhavan, Vidyanagari		
56	Revaluation Section 2 nd Floor, Mahatma Jyotirao Phule Bhavan, Vidyanagari	Revaluation and Marks and Certificate Unit AR I : Revaluation AR II/III : Marks and Certificates Unit 1 DR + 3 ARs	Mahatma Jyotirao Phule Bhavan, Vidyanagari (to be Shifted to new Exam Building)
57	Marks & Certificate Unit, 1 st Floor, Mahatma Jyotirao Phule Bhavan, Vidyanagari		
58	Central Assessment Process Section (CAP) Extension Building, , Mahatma Jyotirao Phule Bhavan, Vidyanagari	Central Assessment Process Section and Inward and Dispatch Section AR I : CAP AR II : Inward & Dispatch Sections 1 DR + 2 ARs	Mahatma Jyotirao Phule Bhavan, Vidyanagari (to be Shifted to new Exam Building)
	Inward & Dispatch Section, Ground Floor, Mahatma Jyotirao Phule Bhavan, Vidyanagari		
59	Results Section (Engineering & Science Unit), 1 st Floor, Mahatma Jyotirao Phule Bhavan, Vidyanagari	Results / Unfair Means Enquiry Sections (Commerce & Mgt, Engg & Tech, Humanities, Interdisciplinary) AR I : Engg. & Tech. and Sci. AR II : Comm. & Management AR III : Humanities AR IV : Inter-disciplinary* 1 DR + 4 ARs (*for Interdisciplinary and Unfair Means Inquiry)	Mahatma Jyotirao Phule Bhavan, Vidyanagari (to be Shifted to new Exam Building)
	Results Section (Commerce & Mang. Unit), 1 st Floor, Mahatma Jyotirao Phule Bhavan, Vidyanagari		
	Results Section (Arts Unit), 1 st Floor, Mahatma Jyotirao Phule Bhavan, Vidyanagari		

	Unfair Means Enquiry Section, 1 st Floor, Mahatma Jyotirao Phule Bhavan, Vidyanagari		
60	Office of the Public Relations, Third Floor, Mahatma Jyotirao Phule Bhavan, Vidyanagari	Office of the Public Relations -Additional charge to DR (PR) (IDOL) + 1 APRO (proposed)	Mahatma Jyotirao Phule Bhavan, Vidyanagari (to be Shifted to new Exam Building)

Setup of Finance & Accounts Department, under Finance & Accounts Officer As per Maharashtra Public Universities Act-2016 (Section 18, 94)			
Sr. No.	Name of Section/Unit	Senior Staff Details	Location
01	Office of Finance & Accounts Officer	F AO	Room No.14 Ground Floor, Fort
02	Secretariat of FAO	PA	Room No.13 Ground Floor, Fort
03	Office of the Deputy Registrar (F. & A.O.)	Deputy Registrar (FAO)	Room No.10 Ground Floor Fort Campus
04	Office of the Chief Accountant (FAO)	Chief Accountant	Second Floor, M.J. Phule Bhavan
05	Finance & Accounts-I	AR	Third Floor M.J. Phule Bhavan
06	Finance & Accounts II Books of Accounts / Cash Unit	AR	Ground Floor, Fort
07	Finance & Accounts III Bills Unit/ Dev. A/cs	AR	Ground Floor, Fort
08	Finance & Accounts VI Academic Unit	AR	Vidyanagari Campus
09	Finance & Accounts V P.R.B.S.	AR	Ground Floor, Fort
10	Finance & Accounts VI Miscellaneous A/cs	AR	Ground Floor, Fort
11	Finance & Accounts VII Trust Funds	AR	Ground Floor, Fort
12	Finance & Accounts Salary Unit	AR	Ground Floor, Fort

13	Finance & Accounts Internal Audit	AR	Ground Floor, Fort
12	Accounts Office	Deputy Accountant	J.B.I.M.S., Churchgate
13	Engineering Section	Deputy Accountant	Room No.115,First Floor, Fort
14	J.J. College of Architecture	Deputy Accountant	Dr. D.N. Road CST, Mumbai
15	J.N. Library	Deputy Accountant	J.N.U. Vidyanagari Campus
16	Department of Chemistry	Assistant Accountant	Dept. of Chemistry Vidyanagari Campus
17	A.D.M.I.F.M.S.	Deputy Accountant	A.D.M.I.F.M.S. Vidyanagari Campus
18	I.S.H. Hostel	Sr. Accounts Clerk	B Road, Churchgate
19	Savitribai Phule Girls Hostel	Sr. Accounts Clerk	Savitribai Phule Girls Hostel Vidyanagari Campus
78	K.B.P. Boys Hostel	Sr. Accounts Clerk	K.P.B Boys' Hostel Vidyanagari Campus

New Administrative Setup for **Single Window System for Non-Autonomous 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 will be provided shortly. The proposed restructuring will be effective from 5th February, 2020. The Circulars in this regard published earlier dated 8th November, 2019 and 8th December, 2019, now stands cancelled.

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
30th January, 2020


(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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