

MANUAL – I
THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES
[SECTION 4(1)(B)(I)]

THE PARTICULARS OF BANARAS HINDU UNIVERSITY

The Banaras Hindu University Act No.XVI of 1915 received the assent of the Governor General on the 1st October 1915. It came into force on the 1st April, 1916 vide Notification No.225, dated the 23rd March, 1916 published in the Gazette of India, dated the 25th March, 1916, Part I, page 352. This Act was enacted to establish and incorporate a Teaching and Residential Hindu University at Banaras. This Act was amended by Act No.III of 1922, Act No. XXIX of 1930, Act No. LV of 1951, Act No. 34 of 1958, Act No.52 of 1966 and Act No.34 of 1969.

The B.H.U.(Amendment) Act, 1969 received the assent of the President on the 31st August, 1969 and was published in the Gazette of India Extra-Ordinary Part II Section I, Dated 31st August, 1969. It came into force from September 5, 1969. On 4 February 1916 in a strategic site opposite to the Ram Nagar Fort, the foundation stone of the University was laid by Lord Hardinge, the Viceroy and Governor General of India.

The first Vice-Chancellor was Sir Sunder Lal who was Secretary to the Hindu University Society. He was followed by Sir P.S. Sivaswamy Aiyer and after that Mahamanaji himself was the Vice-Chancellor from 1919 to 1939. Thus this sapling of knowledge was planted, nourished and nurtured by this great savant for nearly two decades. During the tenure of Mahamanaji the University has seen extensive development.

As of today, the Banaras Hindu University is a temple of learning on a sprawling campus of 1300 acres of land with well maintained roads with extensive greenery all along and the buildings are known for their architectural delight. The temple of Lord Vishwanath popularly known as „Birla Temple“ also is located strategically in the center of the campus. An air strip which was started for the military training for flying during the Second World War is also located in the campus.

The University comprises of 3 Institutes, viz., Institute of Medical Sciences, Institute of Agricultural Sciences and the Institute of Technology, 15 Faculties and 127 departments. Besides, the main campus has Mahila Mahavidyalaya (Women’s College), 4 interdisciplinary centers, 6 Centres of Advanced Studies. The University has 3 constituent schools and the Faculty of Education located in the Kamachcha campus. Bharat Kala Bhavan, the reputed Museum and a treasure trove of rare collections is the pride of the University. The 1000 bed hospital equipped with modern amenities and facilities is the specialty of this University. Further, the University has many large play grounds, an Indoor Sports Auditorium, and the Swatantrata Bhavan – an auditorium with a seating capacity of nearly 2000, a flying club, a Printing Press, Publication Cell, Fruit Preservation Centre, canteens, Employment and Guidance Bureau, etc. Of late the University has established an International Centre for the benefit of international students.

The other campus of the University is located at Barkachcha Farm (near Mirzapur) which extends to cover 2700 acres. Krishi Vigyan Kendra, under the Institute of Agricultural Sciences, is functioning in the above farm.

The Banaras Hindu University family consists of large number of students belonging to various disciplines with thousands of teaching and non-teaching employees. Besides, quite a good number of foreign students from USA, the countries of Europe, Asia, Middle East, Africa, etc. are also pursuing their studies here.

The Malaviya Bhavan, the former residence of Mahamana Pandit Madan Mohan Malaviya, the founder of the University is a heritage building, opened for public in 1961, the Centenary Year of Mahamanaji. It is dedicated to spreading the life and teachings of the Mahamanaji.

Banaras Hindu University has an elaborate library system with the Central Library at the apex and three Institute Libraries, eight Faculty Libraries and twenty five departmental libraries with a total collection of over 11 lac volumes including rare manuscripts in various scripts. Among others, Dr. S.R. Ranganathan, the father of library movement in India was also the Librarian of this great library in its earlier days.

The student hostels of this University are unique in the sense that some have 300 and above rooms. There are 59 hostels for students of which 16 girls hostels and 3 separate hostels for foreign students have been designated.

The University offers both under-graduate and post-graduate courses in almost all disciplines including music and performing arts besides foreign languages. Some specialized courses under Self Financing Scheme are also offered. Admissions to all the courses are through all India competitive entrance examination.

An FM Radio Station has been established jointly with IGNOU, which has started broadcasting of educational programmes for the benefit of the students community. A sub-regional Centre and also a study centre of IGNOU have been established in BHU campus.

The Banaras Hindu University has been Accredited for a period of five years with "A" grade by the Executive Committee of the National Assessment and Accreditation Committee, UGC at its meeting held on 21-05-2006.

Banaras Hindu University is in existence for almost 9 decades now. Since its inception and till date it has been the seat of birth of divergent ideologies, seen lot of educational challenges, the cross fertilization of cultures and the convergence of great minds and personalities like Dr. S. Radhakrishnan. It is poised to grow further and achieve greater heights in the days ahead.

HIGHLIGHTS OF THE HISTORY OF BHU

- 1916 Foundation stone of the University laid down
- 1917 Central Hindu College declared constituent
- 1918 College of Oriental Learning & Theology and Teachers' Training College
- 1918 Building construction activities on the main campus commenced.
- 1919 Engineering College opened with Mechanical and Electrical Engineering Deptts.
- 1919 First Convocation held
- 1921 Central Hindu College shifted to the present campus.
- 1923 Departments of Mining & Metallurgy and Law College.
- 1924 Department of Industrial Chemistry started with Ceramics Technology Section.
- 1925 Ayurveda separated from Oriental Learning
- 1929 Women's College
- 1931 Institute of Agricultural Research
- 1932 Department of Pharmaceutical Chemistry
- 1935 Science Departments constituted into a separate College of Science
- 1936 College of Technology: Industrial Chem., Pharmaceutical Chem., Glass & Ceramics Technology.
- 1941 Inauguration of the Sayaji Rao Gaekwad Library
- 1942 Silver Jubilee Celebrations
- 1945 Departments of Mining & Metallurgy raised to the status of a separate College
- 1945 Institute of Agricultural Research raised to the status of College of Agriculture
- 1947 Intermediate classes of the CHC and the Science College shifted to the Central Hindu College Building at Kamachha and designated as Central Hindu College, Kamachha
- 1950 College of Indology and College of Music & Fine Arts
- 1950 Bharat Kala Bhawan becomes a part of the University
- 1956 Civil Engineering Department added to the Engineering College
- 1960 College of Medical Sciences established
- 1961 Mahamana Malaviya Centenary celebrated
- 1966 Golden Jubilee celebrations
- 1966 Teaching Departments organised and Faculties came in place of Colleges
- 1968 Central Hindu College abolished
- 1968 Institute of Technology
- 1970 Institute of Medical Sciences was created
- 1971 Faculty of Social Sciences formed
- 1976 Diamond Jubilee celebrations
- 1978 Faculty of Medicine bifurcated into two: Faculties of Medicine and Indian Medicine
- 1978 Faculty of Music & Fine Arts bifurcated into two: Performing Arts and Visual Arts
- 1980 Institute of Agricultural Sciences was created
- 1985 Creation separate Faculties of Medicine and Ayurveda in IMS
- 1990 Department of TB& Respiratory Diseases and Dermatology & Venereology created at IMS.
- 1991 University celebrated Platinum Jubilee
- 1999 Ten new Departments of superspeciality created at IMS
- 1999 B.A.M.S. course started at IMS
- 2000 Foundation of Madan Mohan Malaviya Heritage Complex
- 2004 Department of Surgical Oncology created at IMS
- 2004 Department of Molecular & Human Genetics created at the Faculty of Science
- 2004 International Centre established
- 2005 Faculty of Medicine bifurcated into two: Medicine and Dental Science
- 2005 Inauguration of Savitri Devi Vigyan Bhawan, Mahila Mahavidyalay
- 2006 Inauguration of South Campus, Barkachcha, Mirzapur
- 2006 Establishment of a subregional centre and study centre of IGNOU, New Delhi
- 2006 Establishment of a Minority Cell, R.O., BHU
- 2006 Establishment of a Disability unit, R.O. (Academic).
- 2006 The Railway Reservation Counter (PRS, BHU) was started.

- 2009 Construction of Building form B.D.S. Course in SSH.
- 2009 Construction of Food Science and Technology, I.Ag.Sc.
- 2009 Construction of Seed Store, I.Ag.Sc.
- 2009 Construction of building taken up by the University at different faculties.
- 2010 The School of Nursing was upgraded to the College of Nursing.
- 2010 National level Institute of Environment & Sustainable Development established.
- 2010 'India Today–Nielsen Survey' published in India Today (May 31, 2010), BHU was ranked as the First amongst Indian Universities.
- 2011 Foundation stone laying of the building of Kendriya Vidyalaya, BHU.
- 2011 Foundation stone laying of the building of Faculty of Dental Sciences.
- 2011 Construction of Boundary wall around Ayurvedic Garden, F/o of Ayurveda.
- 2011 Mahamana Malaviyaji 150th Birth Anniversary celebrated.
- 2011 Construction of Car parking+Cycle stand+Pathway in Dravya Gune, F/o of Ayurveda.
- 2012 The Institute of Technology, BHU (IT-BHU), was converted into Indian Institute of Technology (BHU) by the Government of India.
- 2012 One-day workshop on „Right to Information Act, 2005“ to be conducted at Academic Staff college.
- 2013 Newly constructed Ruiya Hostel Annex established.
- 2013 Newly constructed building of the Faculty of Dental Sciences.
- 2013 Constructed building of Chanakya, Guru Rabindra Nath Tagore & Shanti Swaroop Bhatnagar Hostel.
- 2013 Inauguration of High Dependency Unit (HDC) Chest Ward, SSH.
- 2013 Up gradation of the faculties in the Department of Ophthalmology.
- 2013 Inauguration of “Aashraya” a shelter for attendants of Patients, SSH.
- 2013 Inauguration of upgraded facility in Intensive Care Unit (ICU) & Acute Care Unit (ACU), SSH.
- 2013 Foundation stone laying of New Emergency Building, SSH.
- 2013 Inauguration of Digital X-Ray Unit & Body Shaper Unit-Physiotherapy Centre, SSH.
- 2014 Construction of Malaviya Ethics & Human Values & Research Centre.
- 2014 Complete construction building of Community Centre Hall.
- 2014 Inauguration of Flower Show at Malaviya Bhawan.
- 2014 Clean India Mission Programme organized on the occasion of Matama Gandhi Jyanti.
- 2015 Newly constructed building of the Department of Physical Education, Faculty of Arts.
- 2015 Newly constructed Academic Block “Abhinav Bhawan” of the Faculty of Arts.
- 2015 Newly constructed building University Employee Health Care Complex
- 2015 Upgrade Faculty Management Studies to Institute of Management Studies (IMS).
- 2015 Upgrade Faculty of Science to Institute of Science (IISc).
- 2015 Mahamana Pandit Madan Mohan Malaviya was posthumously awarded the Bharat Ratna by Hon^{ble} President of India Pranab Mukherjee (30.03.2015).
- 2015 The multi-specialty trauma centre of Institute of Medical Science of Banaras Hindu University will be inaugurated by Hon^{ble} Prime Minister Narendra Modi.
- 2016 Career Development Centre, Hobby Centre established.
- 2016 Cyber Library Study Centre established.
- 2016 Central Discovery Centre (CDC) established.
- 2016 Foundation stone of Malviya Moolya Anusheelan.
- 2016 Bone Marrow Transplant and Stem Cell Research Centre established.
- 2016 Bharat Adhyayan Kendra established.
- 2016 Community Development Cell established.
- 2016 Samarth Gram Abhiyan established.
- 2016 100 years of Banaras Hindu University to be celebrated with a Jhanki (12.02.2016).
- 2016 University-Industry Partnership Cell established.
- 2016 Strengthening Grievance Redressal Mechanism established.
- 2016 Centralized Grievance Cell Hospital Information Management System, SSH.
- 2016 Implementation of e-governance: online portal for admissions, counseling & examinations.
- 2016 Mahamana Malaviya Cancer Hospital & Research Centre established.

- 2016 Green Energy Centre: Solar Power Plant established.
- 2016 Malaviya Research Centre for Ganga River Dev. & Water Resource Mgmt established.
- 2016 Constructed for Many new Hostels are now ready for use.
- 2016 Organization of Gita discourses for the teachers and the students.
- 2016 Gender Sensitization Cell established.
- 2016 Dr. B.R. Ambedkar Chair, Faculty of Law, established.
- 2016 Electric & Water connection of newly constructed Hostels, RGSC.
- 2016 Construction of Faculty of Veterinary & Animal Science, R.G.S.C., Barkachha.
- 2016 Inauguration of the New Pain & Palliative Ward.
- 2016 Inauguration of the Renovated Hi-Tech ICU, SSH.
- 2016 Inauguration of the New Emergency Building, SSH.
- 2016 Inauguration of the Kitchen, SSH.
- 2016 Inauguration of the Stroke Ward, SSH.
- 2016 Workshop on Online RTI-MIS held on 27.09.2016 at the Swatantrata Bhawan.
- 2017 The first batch of Bachelor in Veterinary Sciences & Animal Husbandry.
- 2017 New constructed Shatabdi Dwar and Chanakya Auditorium.
- 2017 Convocation of the Faculty as part of the 99th Convocation of the University.
- 2017 Pt. Deen Dayal Upadhyay Chair, Faculty of Social Sciences, established.
- 2017 Construction of Building for Bharat Adhyayan Kendra (G+5).2018
- 2017 National Institution Ranking Framework India Rankings 2017 BHU was 3rd Rank University and overall 10th Rank.
- 2018 Establishment & Construction of the Centre of Vaidic Science
- 2018 Foundation stone of Regional Eye Institute
- 2018 Atal Incubation Centre inaugurated by the Hon'ble PM Shri Narendra Modiji
- 2019 The project for the University Goshala founded by Mahamanaji (is being revamped)
- 2019 Inaugurated 8MW Solar Power Generation of Green Energy Centre for research
- 2019 Major Portion of digitalization work of Wi-Fi network on the campus is completed
- 2019 Established to make higher education & research by University-Industry Partnership
- 2020 Newly constructed and ready for use of Hostels and Residential Quarters for the staff of the University
- 2020 New Built separate multi-storied hostel for international students
- 2020 Establishment of the Mahamana Malaviya Cancer Hospital & Research Centre
- 2020 Implementation of e-governance has dedicated online portal for study portion of student life cycle management
- 2020 E-procurement/e-auction is setup a full-fledged Hospital Information Management system in place at SSH
- 2020 Establishment of Community development cell has committed to national programmes such as Swachh Bharat and skill development
- 2020 Vaidic Vigyan Kendra inaugurated by the Hon'ble PM Shri Narendra Modiji
- 2020 Bone Marrow Transplant and Stem Cell Research Centre in BHU inaugurated by Hon'ble PM Shri Narendra Modiji
- 2020 Launch of Samarth Gram Abhiyan under the Govt of India's flagship scheme-Unnat Bharat Abhiyan as part of the Abhiyan 100 villages of Vidyapeeth block
- 2020 430 bed Super Specialty in SSH inaugurated by the Hon'ble PM Shri Narendra Modiji
- 2020 74 bed Psychiatry Center inaugurated by the Hon'ble PM Shri Narendra Modiji
- 2021 The IMS & SSH, BHU is being upgraded to an AIIMS institution
- 2021 A 430-Bed Centenary Super Speciality Hospital at an outlay of Rs. 200 Crores under PMSSY scheme has been established.
- 2021 A Central Discovery Centre (CDC) at an outlay of 100 Crore has been established.
- 2021 A SATHI Centre at an outlay of Rs. 125 Crore is being established in the Central Discovery Centre.
- 2021 A BIONEST sanctioned by BIRAC at a cost of Rs. 6 Crore is being established in the University which will incubate Biotechnology companies.
- 2021 A Regional Institute of Ophthalmology is being established at a cost of Rs. 38.58 Crore, has been established.
- 2021 A new 100-Bed Mother and Child Care Wing is being established in our Sir Sunderlal Hospital.

- 2021 Roof-top PV Panels have been installed in several buildings which are generating surplus electricity. University has signed an MoU with Solar Energy Corporation of India Ltd.
- 2021 300 flats have been constructed for the faculty member and construction of 300 more flats is underway.
- 2021 An AstroTurf Hockey field at an outlay of 8.33. Crore has been constructed for encouraging students towards sports.
- 2021 Established a Sport Psychology Lab and Resource Lab in Department of Physical Education.
- 2021 Augmentation of 125 Smart Classrooms under Institution of Eminence Scheme. More than 75 Smart Class Rooms have been augmented.
- 2021 ERP has been implemented for automating its administrative and financial Process and Office Works, through the software generously provided by the Tata Consultancy Services.
- 2021 The University has created a Community Development Cell which has adopted five nearby villages to develop them as model villages on identified parameters.
- 2021 The University has launched Samarth Gram Abhiyan under the Government of India's flagship scheme – Unnat Bharat Abhiyan. As part of the Abhiyan, 100 villages of Vidyapeeth Block have been selected.
- 2021 Under COVID Vaccination Programme, Vaccination Booths have been instituted at Doctors Lounge, S S Hospital and Dental Science Building. Till date.
- 2021 Central Library is maintaining the BHU Institutional repository (BHUIR) with the aim to create an archive of intellectual output of the University. This repository is accessible online at <http://dl.bhu.ac.in/xmlui>.
- 2021 ShodhGanga in a reservoir of Indian Doctoral Dissertations (Ph.D.Theses) Shodhganga is maintained by the INFLIBNET Center.
- 2021 The Central Library subscribes the electronic services thorough e-Shodh Sindhu as well as from various publishers using by Remote Access Service for e-Resources.
- 2021 The BHU Library is working as nodal centre for plagiarism checking of the new Ph.D. theses, dissertations and research papers through Anti-Plagiarism software i.e. URKUND.
- 2021 A newly established centralized computer Lab with 22 computers well equipped with modern software packages for the students at South Campus-RGSC, Mirzapur.
- 2021 A two-day National Webinar on National Education Policy 2020 organized by Internal Quality Assurance Cell, Vasanta College for Women on Virtual Platform.
- 2021 A one-day virtual Webinar on „Development of Brahmi Script? was organized by Dept. of AIHC & Archeology.
- 2021 Shifting of Computer Centre to CDC Building: Establishment of Computer Centre Infrastructure in the new Central Discovery Centre (CDC) building .
- 2021 Establishment of Smartclass Training Room & Video-Conferencing Hall has been established at 1st floor of the CDC Building.
- 2021 New-Dynamic BHU Website: It was long awaited that the individual department can update their latest information on the web-pages of their respective department.
- 2021 Campus-wide LAN network: The Centre is in the process of providing the LAN ports in the chambers of teaching staff and offices to cater the high speed internet connectivity for Online Classes and academic activities.
- 2021 The Computer Centre has enhanced NKN leased-line bandwidth from 1 Gbps to 4 Gbps apart from 2.5 Gbps of BSNL and Railtel.
- 2021 A Bone Marrow Transplant and Stem Cell Research Centre has been established.

VICE-CHANCELLORS OF THE BANARAS HINDU UNIVERSITY

	Name	Period
1.	Dr.Sir Sunder Lal	01.04.1916 to 13.12.1918
2.	Dr.P.S.Sivaswami Aiyer	13.04.1918 to 08.05.1919
3.	Pt.Madan Mohan Malaviya	29.11.1919 to 06.09.1938
4.	Dr.Sarvepalli Radhakrishnan	17.09.1939 to 16.01.1948
5.	Dr.Amar Nath Jha	27.02.1948 to 05.12.1948
6.	Pt.Govind Malaviya	06.12.1948 to 21.11.1951
7.	Dr.Acharya Narendra Dev	06.12.1951 to 31.05.1954
8.	Dr.C.P.Ramaswami Aiyer	01.07.1954 to 02.07.1956
9.	Dr.V.S.Jha	03.07.1956 to 16.04.1960
10.	Justice N. H. Bhagwati	16.04.1960 to 05.04.1966
11.	Dr.Triguna Sen	09.10.1966 to 15.03.1967
12.	Dr.A.C.Joshi	01.09.1967 to 31.07.1969
13.	Dr.K.L.Shrimali	01.11.1969 to 31.01.1977
14.	Dr.Moti Lal Dhar	02.02.1977 to 15.12.1977
15.	Dr.Hari Narain	15.05.1978 to 14.05.1981
16.	Dr.Iqbal Narain	19.10.1981 to 29.04.1985
17.	Dr.R.P.Rastogi	30.04.1985 to 29.04.1991
18.	Dr.C.S.Jha	01.05.1991 to 14.06.1993
19.	Prof.D.N.Mishra	08.02.1994 to 27.06.1995
20.	Prof.Hari Gautam	02.08.1995 to 25.08.1998
21.	Prof.Y.C.Simhadri	31.08.1998 to 20.02.2002
22.	Prof.P.Ramachandra Rao	20.02.2002 to 19.02.2005
23.	Prof.Panjab Singh	03.05.2005 to 07.05.2008
24.	Prof.D.P.Singh	08.05.2008 to 21.08.2011
25.	Dr.Lalji Singh	22.08.2011 to 22.08.2014
26.	Prof.Girish Chandra Tripathi	27.11.2014 to 27.11.2017
27.	Prof.Rakesh Bhatnagar	28.03.2018 to 28.03.2021
28.	Prof.Sudhir K Jain	07.01.2022-Till Date

ORGANIZATIONAL STRUCTURE OF THE UNIVERSITY

The President of India is the Visitor of the University. The Executive Council is the executive body of the University. Management and administration of the revenue and property of the University and the conduct of all administrative affairs of the University are under the purview of the Executive Council. The Academic Council of the University is the principal academic body of the University and responsible for organization of study and research in the University and Colleges. The authorities of the University include the Court, the Executive Council, the Academic Council, the Finance Committee, and the Faculties. The Officers of the University include the Chancellor, the Vice-Chancellor, the Rector, the Directors, the Registrar, the Finance Officer, the Deans of Faculties, the Dean of Students, the Controller of Examinations, the Medical Superintendent, the Librarian, the Chief Proctor, and the Principal (Mahila Mahavidyalaya). The functioning of the University is managed by these statutory authorities and officers. Mandate for the major Sections have been given below.

SECRETARIAT & V. & C.S. DIVISION

This division, headed by the Registrar, consists of two units: (i) Secretariat and (ii) Vigilance & Confidential Section.

1. General Administrative Assistance to Vice-Chancellor in all matters.
2. Maintenance of record of inward and outward files.
3. Receiving letters, representations and appeals.
4. Liaison with UGC/MHRD/other Ministries/ Departments of GOI, Central/State Universities etc.
5. Liaison with Central Vigilance Commission on all vigilance matters wherever necessary.
6. Processing of all administrative vigilance cases leading to Departmental proceedings and related issues.
7. Writing and maintenance of Annual Confidential Reports of all the staff members of the University and related issues.
8. Disposal of Appeals filed under the RTI Act, 2005.
9. Diary and Despatch.
10. Any other work as may be assigned by the higher authorities.

ADMINISTRATION – TEACHING DIVISION

This division, headed by one Joint Registrar and assisted by one Assistant Registrar consists of seven units viz. Teaching Unit, Teaching-Leave Unit, Service Book & Pension Unit, RTI Cell, IPR & Legal Cell, Vigilance & Confidential Section, School Board.

Mandate for the Division are given below.

1. General Administrative Assistance to Registrar in all matters.
2. Maintenance of personal files of University teachers, Officers, Professional.
3. Processing the cases of establishment matters and leave.
4. Processing the cases of extension and re-employment.
5. Maintenance of Service Books.
6. Processing the cases of Pensions & Gratuities (Retirement Benefits).
7. Processing the cases for forwarding applications for outside employment.
8. Issue of, „No Objection Certificate“ for passport/visa etc.
9. Processing the cases to issue „No Dues Certificates“.
10. Processing the cases for appointments of Dean, Head of Department, and Coordinators.
11. Processing the amendments in Statutes & Ordinances and monitoring thereof.
12. Appointment of legal counsels and liaison.
13. Contesting cases filed for and against the University.
14. Furnishing para-wise comments in respect of Court cases filed against the University.
15. Obtaining legal opinion from Standing Counsels/Legal Advisor.
16. Sanction of interest bearing and non-interest bearing loans/advances.
17. Maintenance of Communication facilities.
18. Maintenance of Central Office building.
19. Receipt & Disposal of RTI applications & appeals.
20. Ordinances governing Intellectual Property Policy apply to faculty, staff, graduate students, post-doctoral fellows, and non-employees.
21. Activities related to the Intellectual Property of the University, Evaluation and filling of patents, copyrights and design.
22. Processing the cases for consideration of School Board.
23. Miscellaneous administrative matters.
24. Diary and Despatch.
25. Any other work assigned by higher authorities.

ADMINISTRATION – NON TEACHING DIVISION

This division, headed by a Joint Registrar and assisted by one Assistant Registrar consists of seven units viz. Non-Teaching Unit-IA, Non-Teaching Unit-IB, Non-Teaching Unit-II, Coordination Unit-I, Coordination Unit-II, LTC & Record Unit, Technical Unit.

Mandate for the Division are given below.

1. General Administrative Assistance to Registrar in all matters.
2. Maintenance of personal files of Group “D” technical staff of the University.
3. Processing the cases of establishment matters and leave in respect of Ministerial, Secretarial and Class IV technical & non-technical officers of the University and Schools.
4. Convening DPC meetings of the Central Registry for Ministerial and Secretarial staff.
5. Processing the cases for forwarding applications for outside employment.
6. Processing the cases for Issue of “No Objection Certificate” and “No Dues Certificate”.
7. Furnishing para-wise comments in respect of Court cases filed against the University.
8. Processing the cases of extension and re-employment.
9. Maintenance of files of Compassionate Appointments Committee, Seniority of Employees, Processing the cases for implementation of GOI/MHRD/ UGC’s directives.
10. Processing the cases of ACPS.
11. Furnishing details for condemnation of articles.
12. Maintenance of LTC files & family details of all employees.
13. Maintenance of University Records pertaining to former employees.
14. Processing the cases of LTC.
15. Processing the cases for issue of family verification certificates.
16. Central diary and dispatch for administrative divisions.
17. Diary and Despatch.
18. Any other work assigned by higher authorities.

GENERAL ADMINISTRATION

This division, headed by a Joint Registrar and assisted by one Assistant Registrar consists of one unit viz. General Administration Unit.

Mandate for the Division are given below.

1. General Administrative Assistance to Registrar in all matters.
2. Allotment of Swatantrata Bhawan to any individual or organization for specific purpose.
3. District administration to depute staff for Election Duty of Lok Sabha/Vidhan Sabha elections.
4. Sending annual subscription.
5. Announcing University Holiday.
6. Sanction of House Building Advance for construction of House/Purchase of Flat
7. Representation of teachers/students for or against appointment of a person as Dean.
8. Reimbursement of medical claim of University employees for outstation treatment.
9. Maintenance of University Records pertaining to former employees.
10. Diary and Despatch.
11. Any other work assigned by higher authorities.

SANITARY AND SUPPORT SERVICE UNIT

This division, headed by a Assistant Registrar and assisted by one Section Officer consists of seven units viz. Sanitary and Support Service Unit.

Mandate for the Division are given below.

1. General Administrative Assistance to Registrar in all matters.
2. Cleaning of roads, floors, sinks, lavatories, toilet seats, windows walls, hospital etc.
3. Diary and Despatch.
4. Any other work assigned by higher authorities.

RECRUITMENT AND ASSESSMENT DIVISION

This division, headed by a Deputy Registrar and assisted by Assistant Registrar, consists of three units viz. Executive Council Unit, Recruitment-I and Recruitment-II

Mandate for the Division are given below.

1. All activities pertaining to recruitment of teaching and non-teaching posts starting from identification of vacancies to issue of appointment orders.
2. Processing the cases for promotion of teaching staff under CAS.
3. Constitution and conduct of Selection Committee meetings for various Teaching and Non-Teaching posts.
4. Furnishing para-wise comments for preparation of counter affidavits in writ petitions filed in connection with recruitments and promotions.
5. Constitution of two authorities of the University namely Court and Executive Council.
6. Preparation of Agenda for the meetings of the above mentioned authorities.
7. Convening the meetings of the above mentioned authorities.
8. Preparation of minutes of the meetings and coordinating the implementation of the decisions of the authorities.
9. Diary and Despatch.
10. Any other work assigned by the higher authorities.

ACADEMIC DIVISION

This division, headed by a Deputy Registrar and assisted by an Assistant Registrar, consists of five units i.e. Meeting Unit, Prospectus Unit, Admission & Statistical Unit, Research Unit, Deputation Unit and Disability unit.

Mandate for the Division are given below.

1. Maintenance of records and processing of cases relating to meetings of various academic bodies viz. Academic Council, Faculties, Board of Studies & RDCU meetings etc.
2. Award of Medals, Prizes, Scholarships & chairs.
3. Maintenance of MOUs.
4. Preparation of Syllabus for various Courses.
5. Maintenance of records and processing of cases relating to admission to various courses including Special Courses.
6. Preparing the proposals for different works related to affiliated colleges, IAS/Vocational Courses/Special Courses/Engagement of in-service/retired teachers for taking extra classes, Guest Speaker for special lectures.
7. Preparing the proposal and monitoring of appointment/visit of foreign/Visiting Professors/Visitors coming through various agencies/universities including foreign language teachers.
8. Preparing and monitoring of respective statistical information.
9. Maintenance of records and processing of cases relating to registration of Ph.D. scholars.
10. Preparing the details of Scholarships/Scholars and monitoring thereof.
11. Deputation of employees to National/International Conferences/ Symposia/ Workshop etc.
12. Diary and despatch.
13. Any other work assigned by the higher authorities.

ESTATE OFFICE

This division, headed by one Assistant Registrar and assisted by Section Officer, consists of four units viz. Vehicle Unit, Property Unit, Shop Unit, and Quarters Unit.

Mandate for the Division are given below.

1. General Administrative Assistance to Registrar in all matters.
2. Maintenance of records of the properties, vehicles, shops and quarters.
3. Maintenance of House & collection of License Fees, maintenance of Ledgers of property and shops.
4. Allotment of quarters and shops.
5. Collection of rent for temporary allotment.
6. Repair, maintenance and fuel supply to vehicles.
7. Preparation of annual accounts.
8. Contesting cases filed for and against the University.
9. Furnishing para-wise comments in respect of Court cases filed against the University.
10. Diary and Despatch.
11. Any other work assigned by the higher authorities.

SC, ST, OBC, MINORITY, EQUAL OPPORTUNITY CELL

This division, headed by one Deputy Registrar and assisted by Assistant Registrars, consists of five units viz. SC, ST & OBC Unit, Disability unit, Minority Cell and Equal Opportunity Cell.

Mandate for the Division are given below.

1. General Administrative Assistance to Registrar in all matters.
2. Preparation of annual accounts.
3. Contesting cases filed for and against the University.
4. Furnishing para-wise comments in respect of Court cases filed against the University.
5. Maintenance of records in respect of SCs, STs, OBCs & Disabilities.
6. Liaison with National SC & ST Commission and its state Units.
7. Maintenance of records in respect of Minority education.
8. Maintenance of records in respect of employees & students belonging to SCs, STs, OBCs & Disabilities.
9. Diary and Despatch.
10. Any other work assigned by the higher authorities.

UNIVERSITY WORKS DIVISION

This division, headed by University Engineer and assisted by two Executive Engineers, three Assistant Engineers, consists of two units viz. Works Unit and Store Unit.

Mandate for the Division and staff component of each unit are given below.

1. General Administrative Assistance to Registrar in all matters.
2. Construction, Repair and Maintenance of Buildings.
3. Repair and Maintenance of Roads, Drainage and Sewerage system.
4. Repair of furniture.
5. Convening the meeting of Civil Works Committee & Building Committee and follow up action.
6. Maintenance of records in respect of employees & students belonging to SCs, STs & OBCs.
7. Building renovation and its alteration & additions.
7. Storage of building and furniture materials.
8. Works account maintenance of contractors, suppliers etc.
9. Diary and Despatch.
10. Any other work assigned by the higher authorities.

ELECTRIC AND WATER SUPPLY DIVISION

This division, headed by Superintending Engineer and assisted by two Executive Engineers, consists of three Units viz. Electric Supply Unit, Water Supply Unit and Repair Shop Unit. Mandate for the Division are given below.

1. General Administrative Assistance to Registrar in all matters.
2. Maintenance of main and distribution substations, HT/LT distributions, indoor electrical installations etc.
3. Maintenance of pump house, water line distribution, indoor water and sanitary fittings etc.
4. All development works related to electricity and water supply system.
5. Repair of electric and water supply equipments etc.
6. Storage of electric and other materials.
7. Works account maintenance of contractors, suppliers etc.
8. Diary and Despatch.
9. Any other work assigned by the higher authorities.

BHARAT KALABHAWAN

Established on 1st January, 1920, this art and archaeological museum is headed by a Joint Director and assisted by eight Assistant Curators.

Mandate for the Division are given below.

1. Collection, preservation and maintenance of various sculptures, paintings, coins, seals, potteries, beads, prehistoric tools, epigraphic records, copper plate inscriptions, terracotta, textiles, costumes, jewelry, jades, documents, manuscripts etc. from different parts of the country.
2. Exhibition of various precious articles, paintings and materials of artistic nature for scholars and general public.
3. Maintenance of records of complete inventory of the Museum.
4. Participation in national and international Art exhibitions.
5. Maintenance of visitor's records.
6. Any other work assigned by the higher authorities.

INFORMATION & PUBLIC RELATIONS OFFICE

This division, headed by Information and Public Relations Officer and assisted by a Assistant Public Information Officer, consists of two units viz. Information Public Relations Unit and Publication Unit. Mandate for the Division are given below.

1. Repository of information of the university
2. Manage communication and public relations activities of the University.
3. Coordinating publication activities of the University.
4. Editing and publishing BHU News Letter.
5. Organizing University Memorial Lectures.
6. Publication of Advertisements in national, regional and local newspapers/journals.
7. Maintaining liaison with the Press and Media.
8. Any other work assigned by the higher authorities.

SRI VISHWANATH TEMPLE

This division, headed by a Honorary Manager and assisted by six Pujaries, is a self contained unit. Mandate for the Division are given below.

1. Maintenance of the temples.
2. Perform pujas of deities.
3. Facilitating devotees to perform pujas.
4. Performing ceremonies and functions in the main temple.
5. Publication of "*Mahamana Sandesh*", a six monthly periodical.
6. Any other work assigned by the higher authorities.

INTERNATIONAL CENTER

This division, headed by a Coordinator and assisted by an Additional Coordinator and Assistant Registrar, is a self contained unit. Mandate for the Division are given below.

1. Facilitate, assist and help international students in all their academic pursuits.
2. Develop, coordinate and strengthen international linkages.
3. Collaborate with foreign Universities/Institutions.
4. Coordinate study abroad programme.
5. Foreign Scholar visiting India as Visiting Lecturer/Professor, etc.
6. Alumni Association of Foreign Students.
7. Organise International Cultural Festivals for Friendship by way of Exhibition, Food Festival & Cultural Show, etc.
8. A base for the ICCR (Indian Council for Cultural Relations) and to assist scholars and enhance bilateral relations.
9. Diary and Despatch.
10. Any other work assigned by the higher authorities.

NAME AND ADDRESS OF THE ORGANIZATION

Banaras Hindu University,

Varanasi-221005

Uttar Pradesh

- <https://www.bhu.ac.in/aboutus/aboutbhu.php>
- <https://www.bhu.ac.in/mahamana.php>
- <https://www.bhu.ac.in/aboutus/obj.php>
- <https://www.bhu.ac.in/admin/chancellor.php>

HEAD OF THE ORGANIZATION

Vice-Chancellor,

Banaras Hindu University,

Varanasi-221005,

Uttar Pradesh

Prof. Sudhir K. Jain

Vice Chancellor

Banaras Hindu University

Varanasi - 221005, U.P., India

Telephone: +91(542) 2368938 (Off); 2368339 (Res)

Fax: +91(542)2369100 (Off); 2369951 (Res)

Email: vc@bhu.ac.in

- https://new.bhu.ac.in/Site/Page/1_3251_4734_Office-of-the-Vice-Chancellor-Home
- <https://www.bhu.ac.in/admin/rector.php>

VISION, MISSION AND KEY OBJECTIVES

VISION

Vision & Mission of RGSC: <https://www.bhu.ac.in/barkachha/vision.html>

KEY OBJECTIVES

- To promote the study of the Hindu Shastras and of Sanskrit literature generally as a means of preserving and popularizing for the benefit of the Hindus in particular and of the world at large in general, the best thought and culture of the Hindus and all that was good and great in the ancient civilization of India;
- To promote learning and research generally in Arts and Sciences in all branches;
- To advance and diffuse such scientific, technical and professional knowledge, combined with the necessary practical training as is best calculated to help in promoting indigenous industries and in developing the material resources of the country; and
- To promote the building up of character in youth by religion and ethics as an integral part of education.

Founder of BHU: <https://www.bhu.ac.in/aboutus/obj.php>

Objectives of BHU: <https://www.bhu.ac.in/mahamana.php>

FUNCTIONS AND DUTIES OF BHU

The University is open to persons of either sex and for all race, creed, caste or class. The University has been established -

1. to provide for instruction in such branches of learning as the University may think fit, and to make provision for research and for the advancement and dissemination of knowledge;
2. to promote the study of religion, literature, history science and art or Vedic, Hindu, Buddhist, Jain, Islamic, Sikh, Christian, Zoroastrian, and other civilizations and cultures;
3. to hold examinations and to grant diplomas and certificates, and confer degrees and other academic distinctions to and on persons –
 - (a) who shall have pursued a course of study in the University or in college

and passed the examination or who shall have carried on research work in the manner prescribed by the ordinances, or

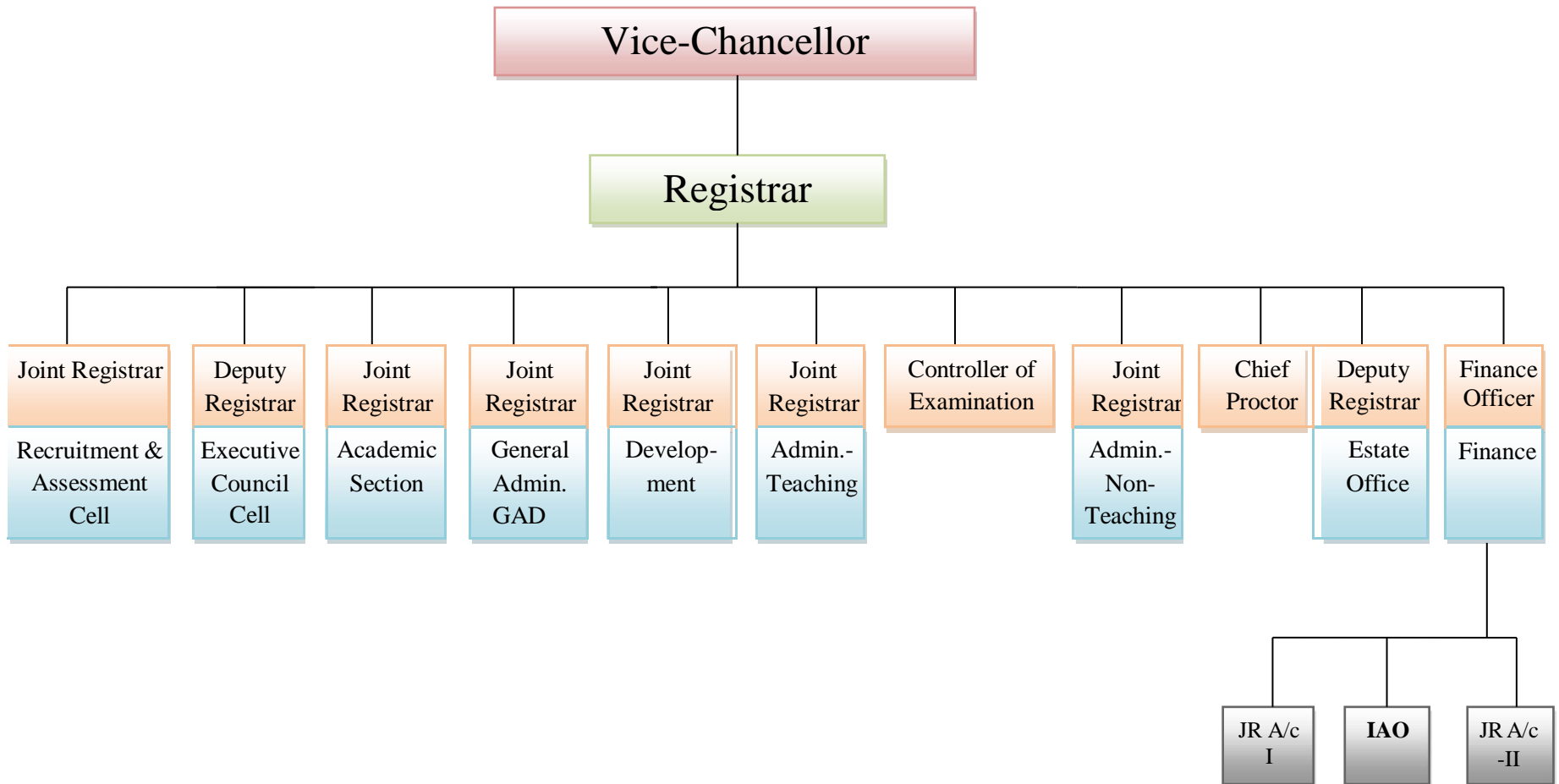
- (b) who are teachers of the university or any college under conditions laid down in the statutes or the ordinances and shall have passed the examinations of the University under like conditions, or
 - (c) who being women, shall have pursued a course of private study in subjects provided for by the ordinances and shall have passed the examinations of the University in their subjects under conditions laid down in the ordinances;
4. to confer honorary degrees or other distinctions in the manner laid down in the statutes;
 5. to grant such diplomas or certificates to, and to provide such lectures and instruction for, persons not being members of the university, as the University may determine;
 6. to withdraw degrees, diplomas, certificates, and other academic distinctions;
 7. to co-operate with other Universities and authorities in such manner and for such purpose as the University may determine;
 8. to instruct professorships, readerships, lectureships, and other teaching posts required by the University and to appoint persons to such professorships, readerships, lectureships, and other posts;
 9. to institute and award fellowships (including travelling fellowships), scholarships, exhibitions and prizes in accordance with the statutes and the ordinances;
 10. to institute and maintain Halls and hostels and to recognize place or residence for students of the University;

11. to institute, establish, maintain, reconstitute, amalgamate divide or abolish departments, faculties or colleges and carry out inspection thereof and inquiry in relations thereto;
12. to demand and receive such fees and other charges as may be prescribed by the Ordinances;
13. to supervise and control the residence and to regulate the discipline of students of the University, and to make arrangements for promoting their health and welfare;
14. to make special arrangements in respect of the residence, discipline and teaching of women students;
15. to regulate and enforce discipline among salaried officers, teachers and other employees of the University in accordance with the Statutes and Ordinances;
16. to create administrative, ministerial and other necessary posts and to make appointments thereto;
17. to acquire, hold, manage and dispose of property, movable or immovable, including trust or endowed property for the purpose of the University;
18. with the approval of the Central Government, to borrow on the security of the property of the University, money for the purpose of the University;
19. to do all such other acts and things, whether incidental to the powers aforesaid or not, as maybe requisite in order to further the objects of the University.

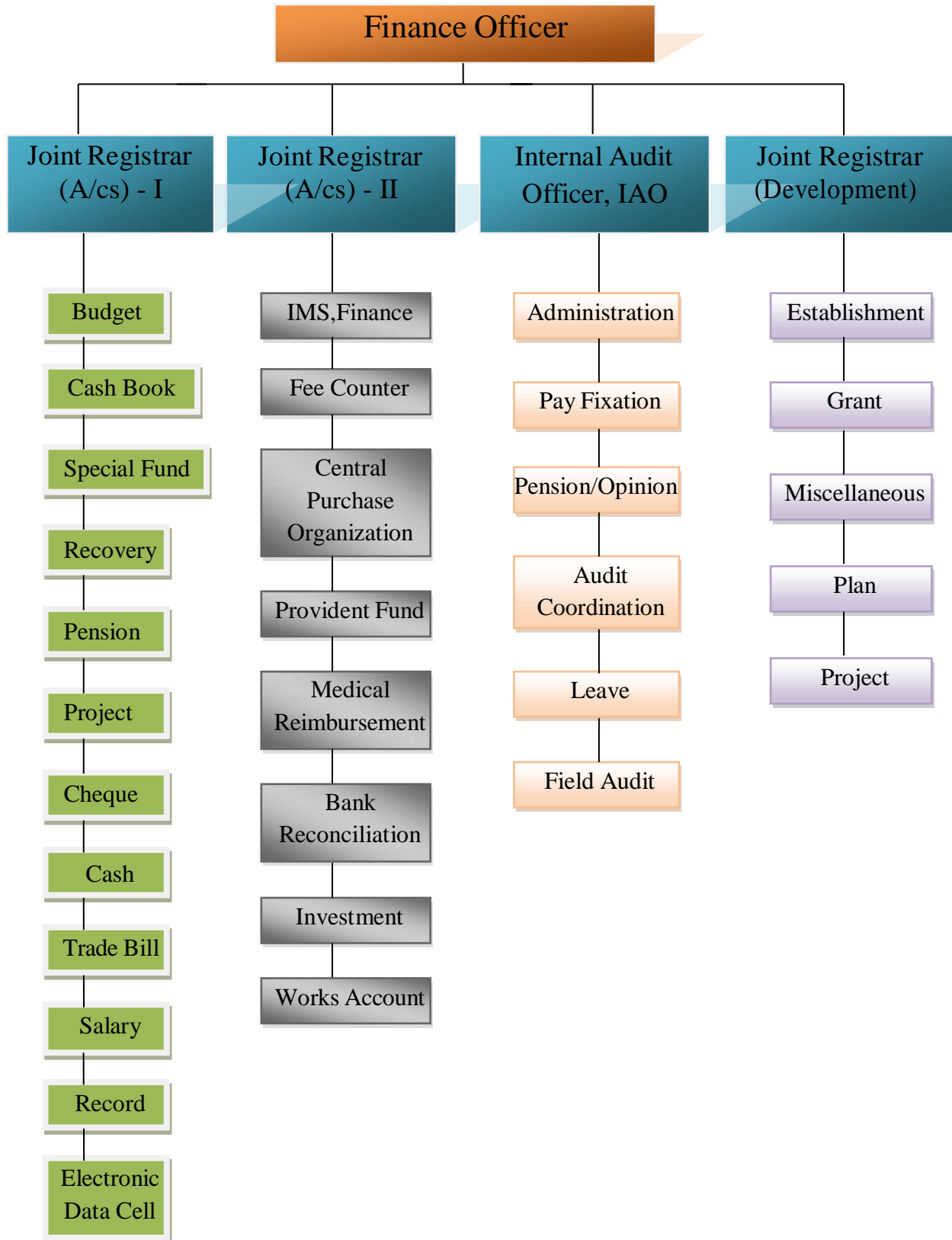
BHU ORGANIZATION CHARTS



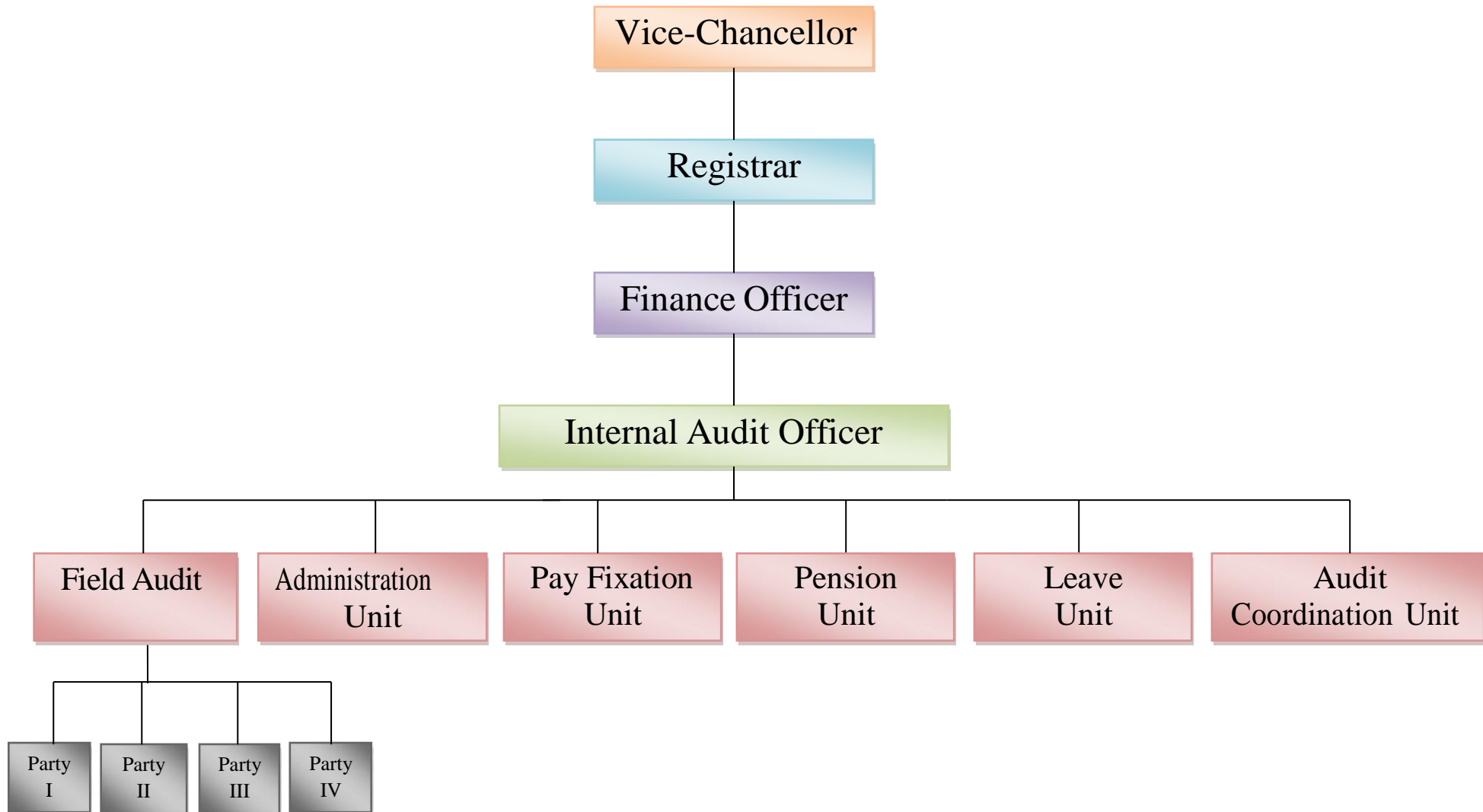
ORGANIZATIONAL CHART - ADMINISTRATION



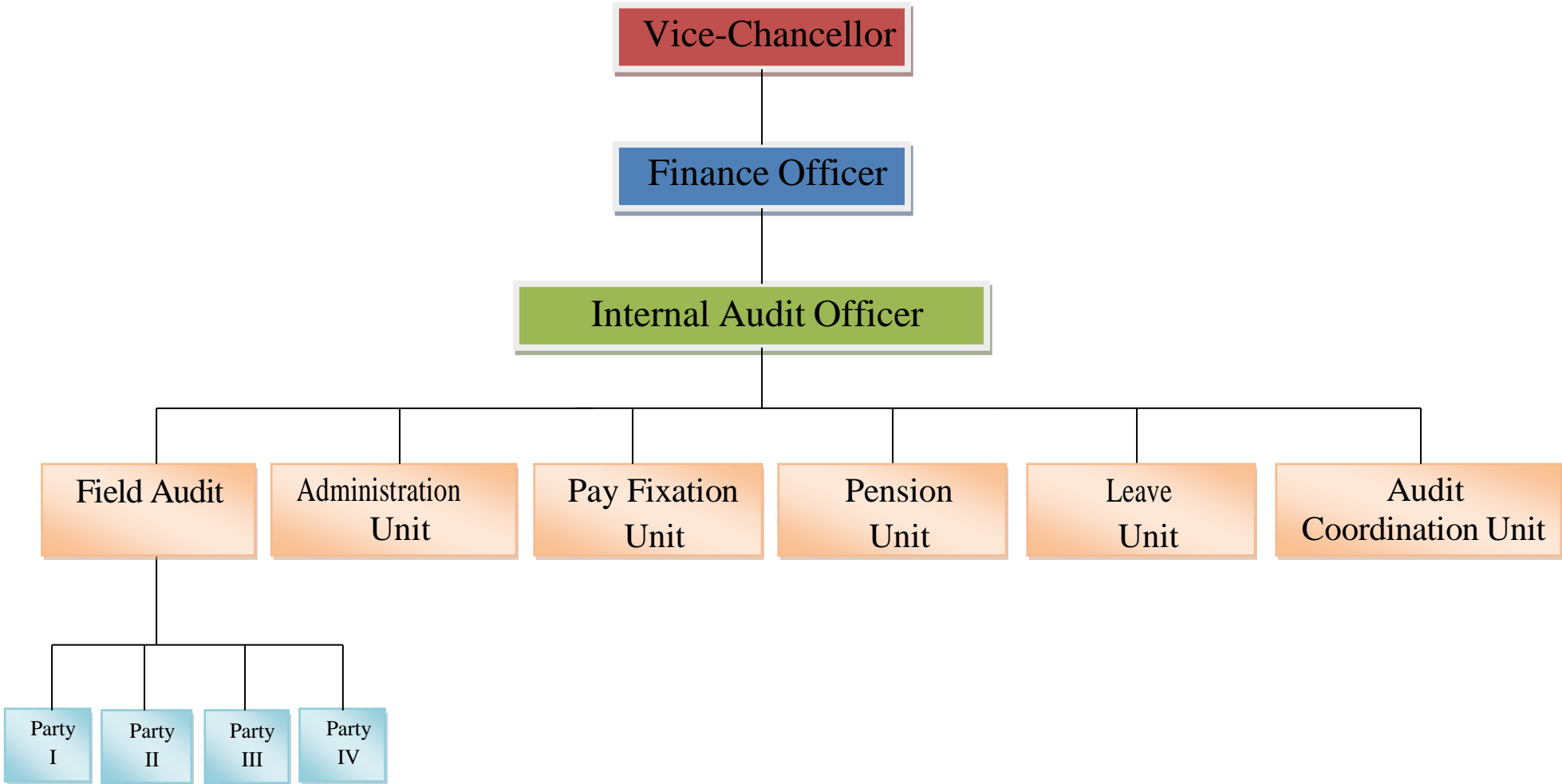
ORGANIZATIONAL CHART ON FINANCIAL ADMINISTRATION



**ORGANIZATIONAL CHART – INTERNAL AUDIT OFFICE
(ADMINISTRATIVE SET UP)**

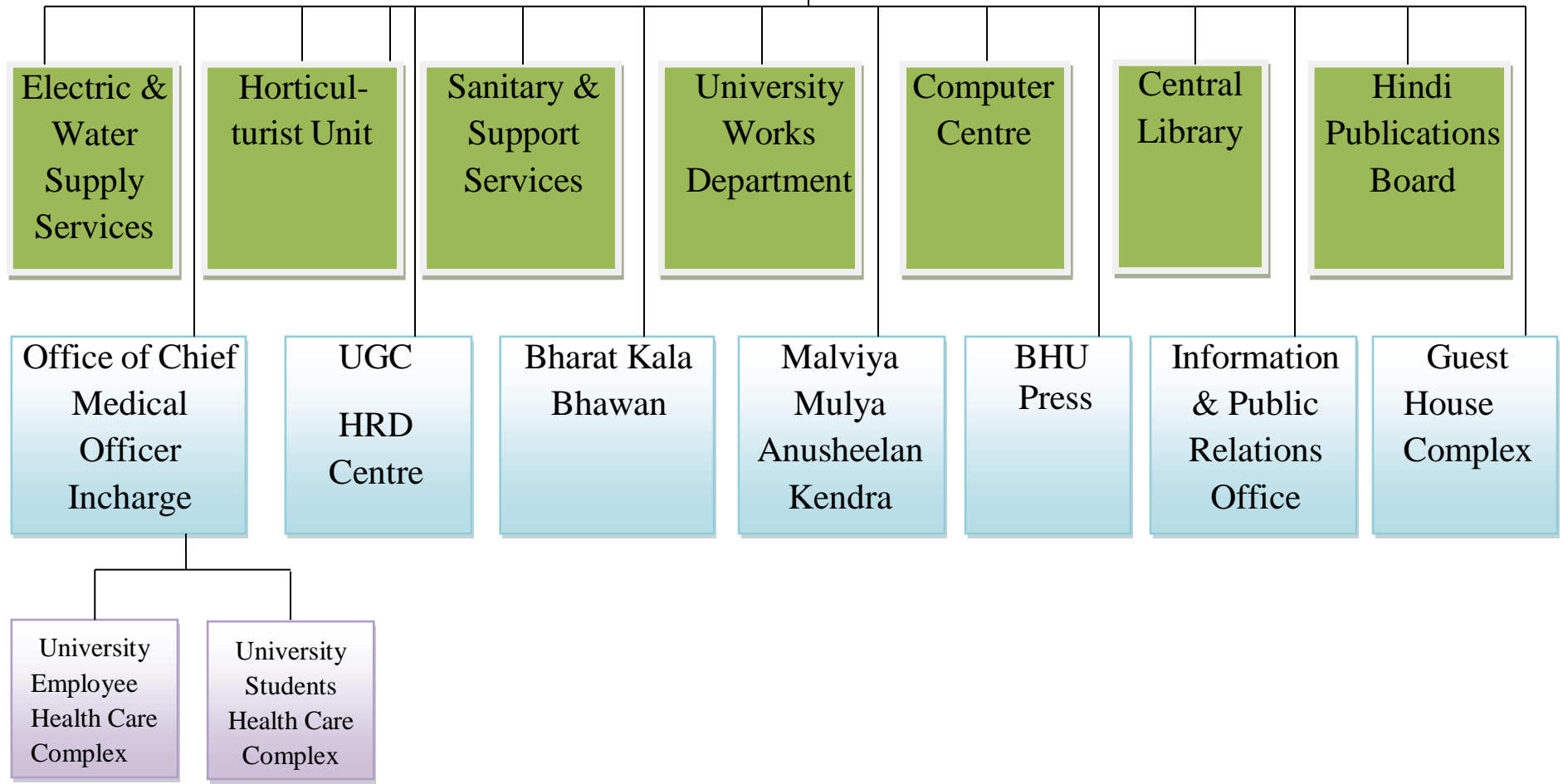


**ORGANIZATIONAL CHART OF INTERNAL AUDIT OFFICE
(FUNCTIONAL SET UP)**

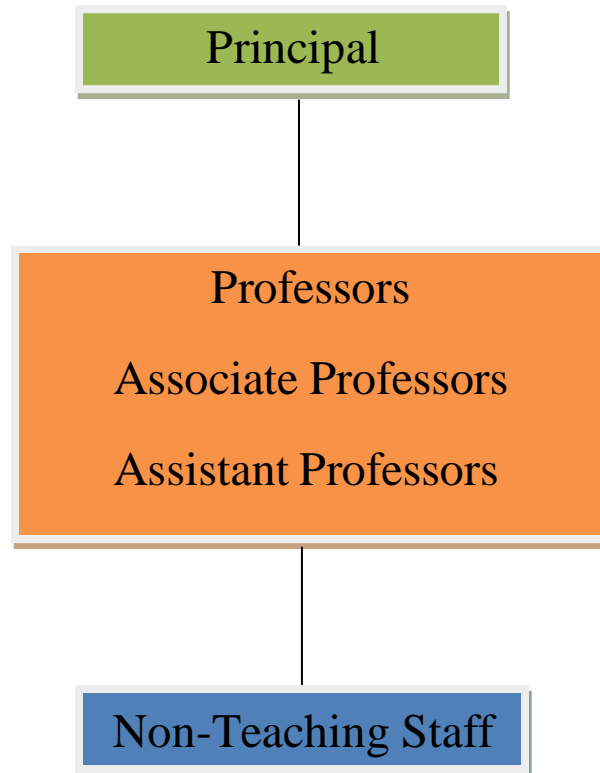


ORGANIZATIONAL CHART OF MAINTENANCE DIVISION

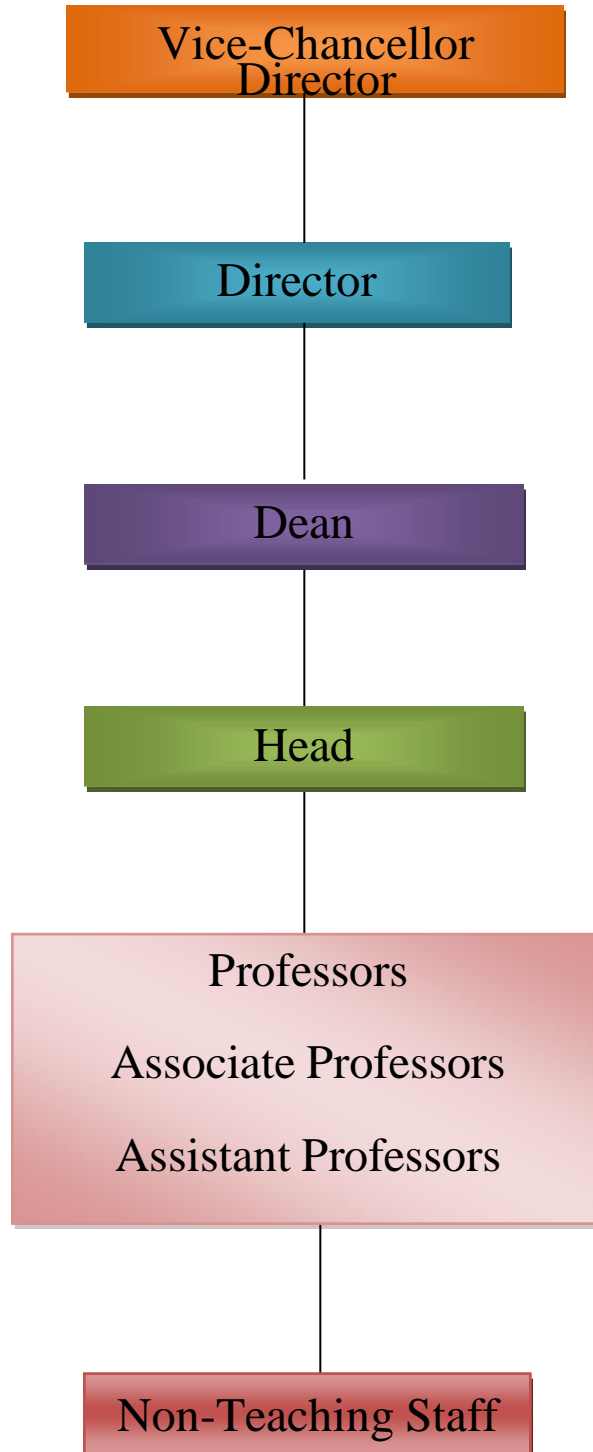
Registrar



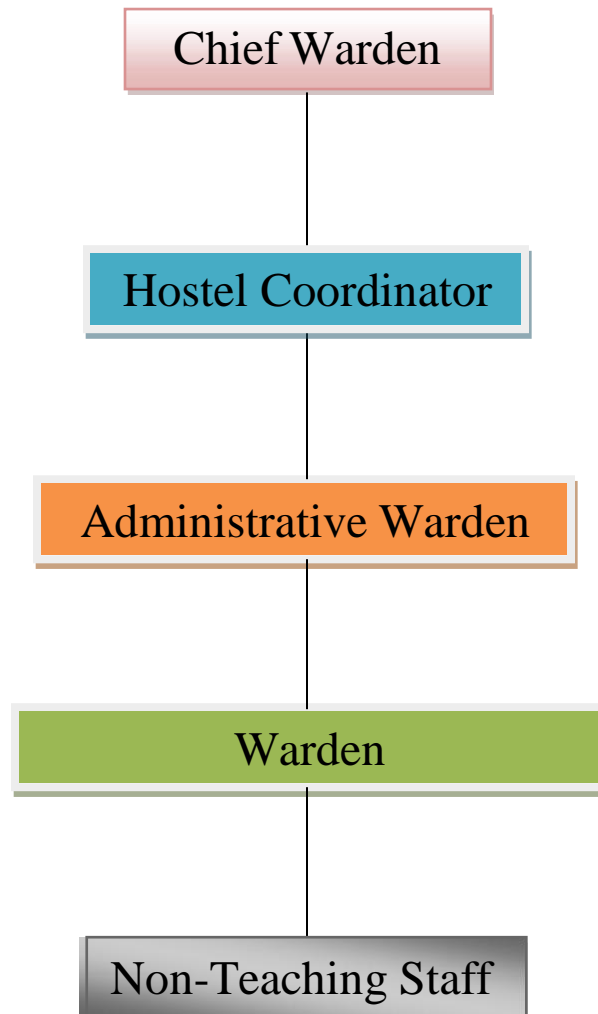
ORGANIZATIONAL CHART OF MAHILA MAHAVIDYALAYA



**ORGANIZATIONAL CHART ON
SET UP OF INSTITUTE / FACULTY / DEPARTMENT**



ORGANIZATIONAL CHART OF HOSTEL ADMINISTRATION - MMV

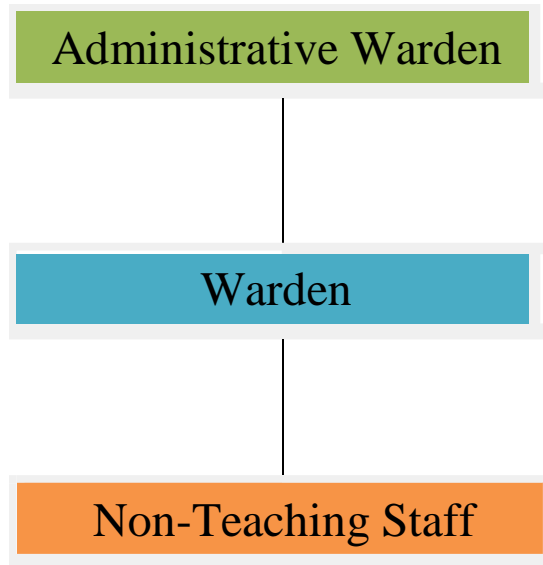


ORGANIZATIONAL CHART OF HOSTEL ADMINISTRATION

Administrative Warden

Warden

Non-Teaching Staff

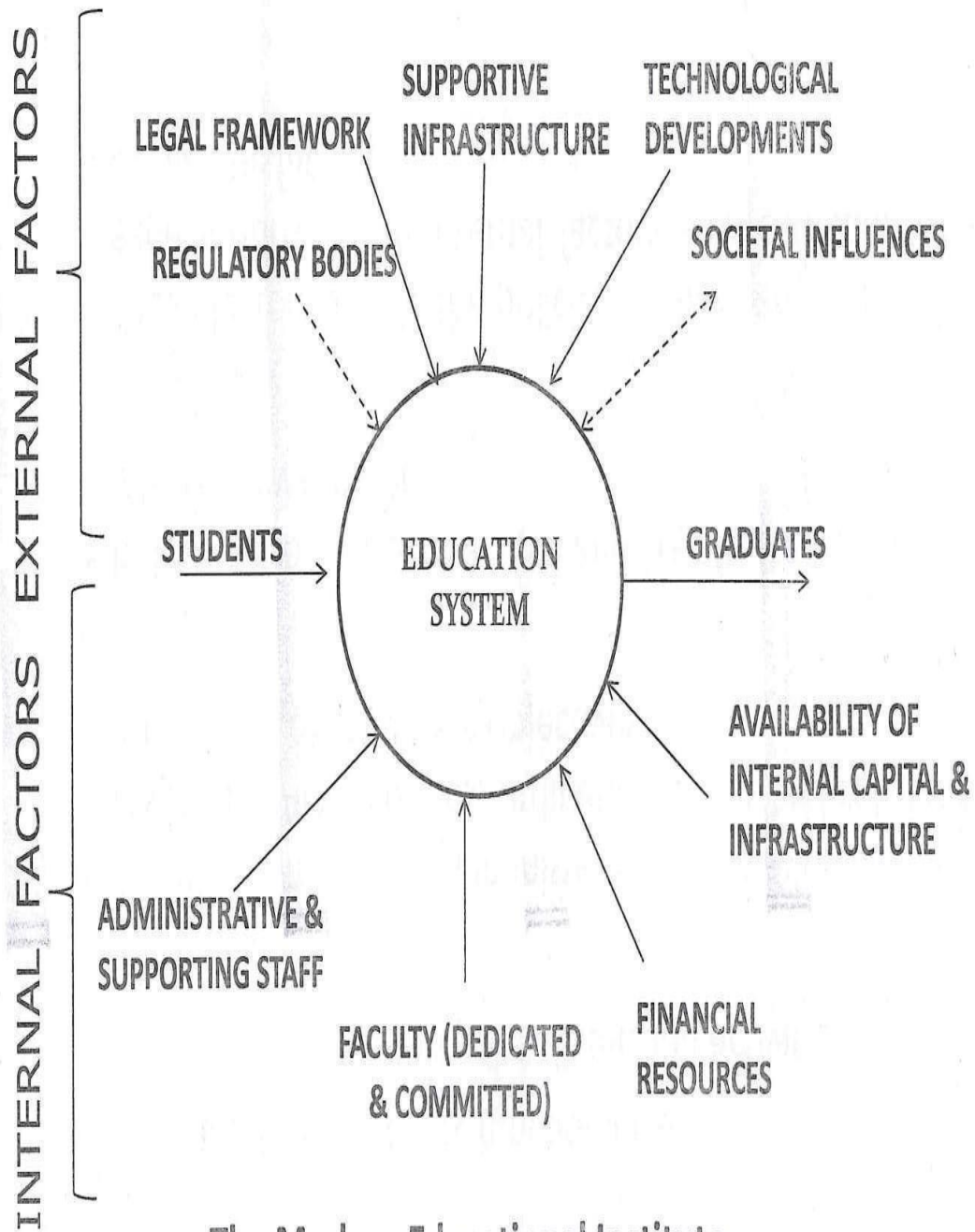


GUIDELINES & ORDINANCES

S.NO	GUIDELINES & ORDINANCES	PARTICULARS LINKS
1	Vision Mission and key objectives	https://www.bhu.ac.in/aboutus/obj.php
2	Internal Audit Manual	https://www.bhu.ac.in/guidelines/audit.php
3	Office Procedure Manual	https://www.bhu.ac.in/rtiact/pdf_files/BHU-OPM-Updated.pdf
4	Executive Council Resolution (Agendas and MOMs)	https://www.bhu.ac.in/ec/
5	Annual Reports	https://www.bhu.ac.in/anualreport/
6	Academic Events	https://www.bhu.ac.in/academic_event/
7	Academic Programs	https://www.bhu.ac.in/academic/
8	BHU Act (Calendar)	https://www.bhu.ac.in/aboutus/act.php
9	Major Achievements [March 2018 to March 2021]	https://www.bhu.ac.in/mch.pdf
10	Ordinances Governing Intellectual Property Policy	https://www.bhu.ac.in/ordinances/ipp.pdf
11	Intellectual Policy Ordinances	https://www.bhu.ac.in/ordinances/intell.php
12	UGC Non-Net Fellowship Guidelines	https://www.bhu.ac.in/guidelines/nonnet.php
13	Project Guidelines	https://www.bhu.ac.in/guidelines/project.php
14	Internal Audit Manual	https://www.bhu.ac.in/guidelines/audit.php
15	Ordinances related to Examinations	https://www.bhu.ac.in/ordinances/566.pdf
16	Guidelines on Institutional Biosafety	https://www.bhu.ac.in/research/INSTITUTIONALBIOSAFETY.pdf
17	BHU Act and Statutes	https://www.bhu.ac.in/guidelines/acts.pdf
18	Atal Rankng of Institutions on Innovation Achievements (ARIIA) (2019-20 & 2020-2021)	https://www.bhu.ac.in/ariia/
19	Institution of Eminence (IoE) Notification	https://www.bhu.ac.in/ioebhu/notification.htm
20	National Institutional Ranking Framework (NIRF)	https://www.bhu.ac.in/NIRF/
21	Mahamana Pandit Madan Mohan Malaviya Mission	http://www.malaviyamission.org/index.php malaviyasmritibhawan@yahoo.com , malaviyamission@gmail.com
22	IQAC-AQAR Guideline for Universities	https://www.bhu.ac.in/iqac/ https://www.bhu.ac.in/policy/ https://www.bhu.ac.in/iqac/mechanism.php https://www.bhu.ac.in/iqac/teacherappressal.php https://www.bhu.ac.in/iqac/guidling.php https://www.bhu.ac.in/iqac/structure.php https://www.bhu.ac.in/iqac/pdf_files/IQAC%20AQAR_Guideline%20for%20Universities%20New.pdf

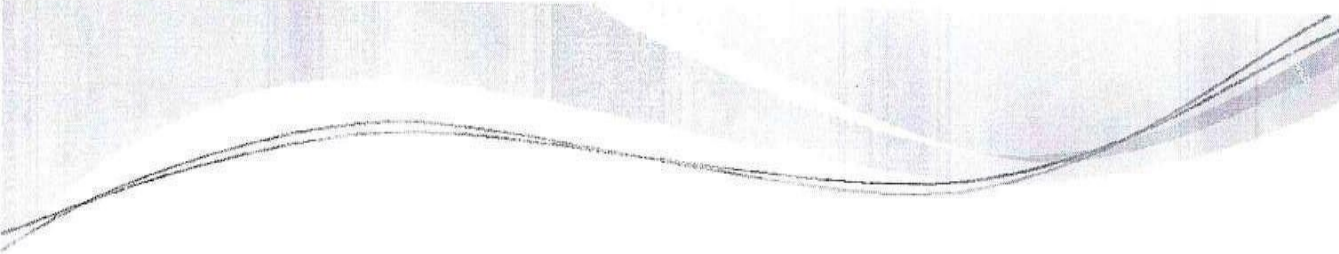
The Genesis, Inception, Formation of the Department and Head of Departments from time to time as well as the Committees/Commissions constituted from time to time have been dealt:

Banaras Hindu University ACT	https://www.bhu.ac.in/law/content/BHU_ACT.pdf
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The Modern Educational Institute

1-2 ③



- Basically, the University functioning are aimed towards

1. Teaching 2. Research & 3. Extension Activities.

- All universities are administered by the proviso of their respective Acts, Statues, ordinances, rules and regulations for attainment of the above objectives.

- It does not operate in vacuum and are affected by external and internal environment

- These factors affects the policies as there are various levels of expectations of the internal factors and restrictions imposed by outside factors

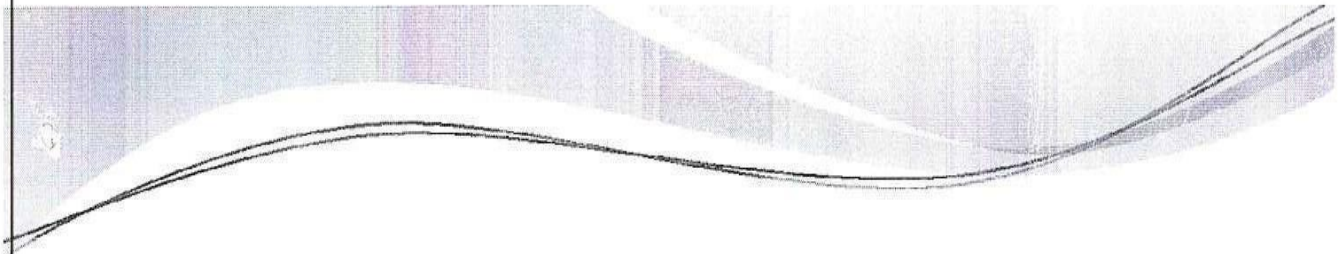


3

Roles of Administration in Academic Institutions

- A University has two important components: the students and teachers. The proper intellectual interaction between these two leads to academic excellence of the University.
- The primary function of Administration in a University system is to efficiently manage and provide support to the academic activities of the University within ambit of Acts, Statues, Ordinances, and rules & regulations.

Cont'd..

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- The processes involved in decision making, formulating proposals for consideration of the authorities, framing the legislation and implementing the decisions taken by authorities form the core responsibility of administration.
 - The prime responsibility of the administration is to provide required support to all functional and operational divisions, including departments of studies by providing the required input in the form of knowledge of rules, regulations as also by providing them other necessary infrastructural facilities and proper manpower to enable them to achieve desired level of academic excellence.
 - Administration also functions as a facilitator so that the University can adequately meet the objectives as set out in the Act and Statutes.

- one teacher by rotation, according to seniority, from amongst Commerce teachers from each affiliated College (in Faculty of Commerce only).
- (x) Persons not connected with the University having special knowledge of the subject or subjects concerned nominated by the Academic Council, one for each department of the Faculty provided that the number of members to be nominated to each of the Faculties of Law, Education, Commerce and Management Studies under this sub-clause shall be two.
- (2) The term of office of a member under sub-clause (vii), (viii) and (ix) of clause (1) shall be three years.

24. Powers of the Faculties

- (1) The Faculty shall have such powers and shall perform such duties as may be assigned to them by these Statutes and the Ordinances and shall, from time to time, appoint such and so many Boards of Studies in different branches of knowledge as may be prescribed by the Ordinances.
- (2) The Faculties shall also consider and make such recommendations to the Academic Council on any question pertaining to their respective spheres of work as may appear to them necessary or on any matter referred to them by the Academic Council.

25. Departments/Faculties

- (1) The Departments of Studies in the University and the Faculties relating thereto are set out in the annexure to this schedule.
- (2) No Department shall be established, reconstituted, amalgamated with another, or divided or abolished except in accordance with the provisions of these Statutes.
- (3) Each Department shall consist of the following members, namely:-
- (i) Teachers of the Department ;
 - (ii) Persons conducting research in the Department ;
 - (iii) Dean of the Faculty or Deans of the Faculties concerned;
 - (iv) Honorary Professors, if any, attached to the Departments ;
 - (v) Such other persons as may be members of Departments in accordance with the provisions of the Ordinances.

- (4) (1) Each Department shall have a Head whose duties, functions and conditions of appointments shall be laid down by the Ordinances.
- (2) In the case of Departments having the sanctioned strength of more than one Professor, the Vice-Chancellor shall appoint one of the Professors by rotation according to seniority as the Head of Department for a specified period as laid down in the Ordinances.

Provided that, if at any particular time, such Department in effect has only one Professor, the Vice-Chancellor shall appoint the Head of Department in accordance with the provisions given in Clause (3).

Provided further that a Professor/Reader who has been the Head of Department earlier or who declined the option under Clause (5) shall not be reappointed until all the Professor/Reader as the case may be in the Department have been duly considered.

Provided further that in the event of Professor/Reader not being available at the time of commencement of his tenure, the Professor/Reader, as the case may be, next in order of seniority shall be appointed as Head of Department and the tenure of such as were not available shall commence after the expiry of the term of the Professor/Reader appointed in his absence.

- (3) In the case of the Departments which have the sanctioned strength of only one Professor, the Vice-Chancellor shall first appoint the Professor as the Head of Department and thereafter one of the Readers from amongst the two seniormost Readers by rotation according to seniority for a specified period as laid down in the Ordinances. After the term of the Readers is over the Professor would again be appointed as the Head and the rotation would continue.
- (4) In the case of Departments where there is no Professor, the Vice-Chancellor shall appoint one of the Readers from amongst the two seniormost Readers by rotation according