

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 4th 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. Admission 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 Engg. Deptts.

- 1919 First Convocation held
- 1921 Central Hindu College shifted to the present campus.
- 1923 Departments of Mining & Metallurgy and Law College.
- 1924 Deptt. of Industrial Chemistry started with Ceramics Technology Section.
- 1925 Ayurveda separated from Oriental Learning
- 1929 Womens' College
- 1931 Institute of Agricultural Research
- 1932 Deptt. of Pharmaceutical Chemistry
- 1935 Science Departments constituted into a separate College of Science
- 1936 College of Technology : Industrial Chem., Pharmaceutical Chem., Glass & Ceramics Tech.
- 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 Depts. 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), BHU

VICE-CHANCELLORS OF THE BANARAS HINDU UNIVERSITY

Name	Period	Name	Period
1. Sir Sunder Lal	1916-1918	12. Dr. A.C. Joshi	1967-1969
2. Dr. P.S. Shivaswami Aiyer	1918-1919	13. Dr. K.L. Srimali	1969-1977
3. Pt. Madan Mohan Malaviya	1919-1939	14. Dr. M.L. Dhar	1977-----
4. Dr. S. Radhakrishanan	1939-1948	15. Dr. Hari Narayan	1978-1981
5. Dr. Amar Nath Jha	1948-1951	16. Dr. Iqbal Narayan	1981-1985
6. Pt. Govind Malaviya	1951-1954	17. Dr. R.P. Rastogi	1985-1991
7. Acharya Narendra Dev	1954-1956	18. Dr. C.S. Jha	1991-1993
8. Sir C.P. Ramaswami Aiyer	1956-1960	19. Dr. D.N. Mishra	1993-1995
9. Dr. V. S. Jha	1960-1966	20. Dr. Hari Gautam	1995-1998
10. Justice N.H. Bhagawati	1966-1967	21. Dr. Y.C. Simhadri	1998-2002
11. Dr. Trigun Sen		22. Dr. P. Ramachandra Rao	2002-2005
		23. Prof. Panjab Singh	since May, 2005

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.

MANDATE

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 – I DIVISION

This division, headed by one Deputy Registrar and assisted by two

Assistant Registrars, consists of seven units viz. Teaching Unit, Technical Unit, General Administration Unit-I, General Administration Unit-II, Service Book Unit, Pension Unit, and Legal Cell.

Mandate for the Division are given below.

MANDATE

1. General Administrative Assistance to Registrar in all matters.
2. Maintenance of personal files of University teachers, Officers, Professional and other than Group 'D' technical staff of the University.
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. Central diary and dispatch for administrative divisions.
20. Miscellaneous administrative matters.
21. Diary and Despatch.
22. Any other work assigned by higher authorities.

ADMINISTRATION – II DIVISION

This division, headed by a Deputy Registrar and assisted by two Assistant Registrar consists of eight units viz. Non-Teaching Unit-IA, Non-Teaching Unit-IB, Non-Teaching Unit-II, Coordination Unit-I, Coordination Unit-II, School Board, LTC & Record Unit, and Sanitary & Support Service Unit.

Mandate for the Division are given below.

MANDATE

1. General Administrative Assistance to Registrar in all matters.
2. 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.
3. Convening DPC meetings of the Central Registry for Ministerial and Secretarial staff.
4. Processing the cases for forwarding applications for outside employment.
5. Processing the cases for Issue of 'No Objection Certificate' and 'No Dues Certificate'.
6. Furnishing para-wise comments in respect of Court cases filed against the University.
7. Processing the cases of extension and re-employment.
8. Maintenance of files of Compassionate Appointments Committee, Seniority of Employees, Processing the cases for implementation of GOI/MHRD/ UGC's directives.
9. Processing the cases of ACPS.
10. Furnishing details for condemnation of articles.
11. Processing the cases for consideration of School Board.
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. Cleaning of roads, floors, sinks, lavatories, toilet seats, windows walls, hospital etc.
17. Diary and Despatch.
18. 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.

MANDATE

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.

MANDATE

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 AND SC, ST & OBC DIVISION

This division, headed by one Deputy Registrar and assisted by Assistant Registrars, consists of five units viz. SC, ST & OBC Unit, Minority Cell, Vehicle Unit, Property Unit, Shop Unit, and Quarters Unit.

Mandate for the Division are given below.

MANDATE

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. Maintenance of records in respect of SCs, STs & OBCs.
11. Liaison with National SC & ST Commission and its state Units.
12. Maintenance of records in respect of Minority education.
13. Diary and Despatch.
14. 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.

MANDATE

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.
8. Storage of building and furniture materials.
9. Works account maintenance of contractors, suppliers etc.
10. Diary and Despatch.
11. 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.

MANDATE

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 KALA BHAWAN

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.

MANDATE

1. Collection, preservation and maintenance of various sculptures, paintings, coins, seals, potteries, beads, prehistoric tools, epigraphic

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.

INFORMATAION & 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.

MANDATE

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.

MANDATE

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.

MANDATE

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.

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 may be requisite in order to further the objects of the University.