Chapter -3

ORGANISATION STRUCTURE OF UNIVERSITY ADMINISTRATION: A STUDY OF THE DR. HARI SINGH GOUR UNIVERSITY
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3.1 INTRODUCTION
Dr. Harisingh Gour University, formerly known as University of Saugar is situated in the rural area of Sagar district, Madhya Pradesh. The University was established on 18th July, 1946 by Dr. Sir Hari Singh Gour (1870-1949) by donating his life time savings. Thus, the oldest and biggest university of M.P. came into being with the singular distinction of being founded with the munificence of one person’s hard earned money of two crore of rupees. Dr. Gour had envisaged his dream of creating an institution that would equal the universities of Oxford and Cambridge. Dr. Gour was the first Vice-Chancellor of University of Delhi. He was one of the members of constituent assembly. The government of India honoured him by issuing a commemorative postage stamp. Some of the great scientist, literatures, Philosopher and administrator have been student of this university. The campus of this university is spread in an area of 1312.89 acres over Patharia hills connected to the Vindhya range of mountains, surrounded by lush green forests.¹

The University has 36 teaching departments and 70 affiliated colleges functioning under 11 faculties with approximately 80,000 students. The university runs 147 courses at various levels including PG and UG. University teaching departments functioning with the help of 300 faculty members and 900 employees. The 78 teachers are acquiring the recognition at national level and 11 teachers are acquiring the international level. The university is valued as four star by The National Accreditation Council (NAC – an apex body of UGC).

3.2 AUTHORITY AND OFFICERS OF THE UNIVERSITY
The university derives it authorities from the M.P. Vishwavidyalaya Adhiniyam, 1973 as per the act (Adhiniyam) the Governor of Madhya Pradesh shall be the Chancellor (Kuladhipati) of the university. The act has prescribed following authorities for the university²

- The Court
- The Executive Council
- The Finance Committee
- The Academic Council
- The Faculties
• The Board of Studies
• The Academic Planning and Evaluation Board And such other authorities as prescribed in the Statutes of university.

Beside the above authorities, the act has stipulated the following are statutory officers of the university.

• Kuladhipati
• Kulpati
• Rector
• Dean of Faculties
• Registrar
• Dean Student Welfare
• Other officers in the service of the university as may be declared by the Statutes of university.  

All the above statutory authorities and the officers are responsible for university administration so as to provide effective and efficient support to the academic activities.

3.3 ORGANISATION STRUCTURE OF UNIVERSITY ADMINISTRATION

According the Organization Structure chart of Dr. Hari Singh Gour University Administration the Executive Council is the supreme governing body of the university administration. The Vice-Chancellor is the Chairman of Executive Council and head of the university. The university administration is broadly divided in two divisions.  

(a). Administration
(b). Examination

The division dealing with administration is headed by the Registrar (Administration) and Examination division is headed by the Registrar (Examination). The divisions are further divided into different sections and sections divided into different administrative cells. The sections of the university administration are head by the Deputy Registrars as the controlling manager and Assistant Registrars as the line managers. The Section Officers/Superintendents are the
operational managers and operational supervisors. The different administrative Sections Clerk are supported by the ministerial staff/Office Assistant to discharge the routine work.

3.3.1 Administration Division The administrative division consists of following four sections.

1. Establishment Section
2. General Administration
3. Development
4. Finance

For smooth functioning of university administration there are four deputy registrars, three assistant registrars, 24 section officers/superintendents and several ministerial staff engaged in the different sections/cells of administrative division. The total staff strength sanctioned in administriion division is 349.

Establishment Section
The section deals with the matters relating to personnel administration of the university teachers, officers and employees. The Deputy Registrar (Establishment) is the head of this section.

General Administration Section
This section deals with matters relating to the academic affairs. The Deputy Registrar (General Administration) is the head of this section.

Development Section
The Development section is the backbone of the university administration with respect to support research activities and formulate development plans of the university. It also deals with the matters of quality assessment. The Deputy Registrar (Development) is the head of this section.

Finance Section
This section performs the duties of accounting, preparation of budget, Salary, PF, Pension, receipts and payments, etc. The Finance Officer is the head of the financial affairs of the university.

3.3.2 Examination Division
The main function of this division is to conduct the examinations of the university and declare the results in a given timeframe and maintain the confidentiality of the examination affairs. The administrative division consists of the following sections.

1. Examination Conduct Section
2. Examination Confidential Section

Under the control of Registrar (Examination) there are two Deputy Registrars, three Assistant Registrars, and 4 Section Officers and 5 Superintendents along with a number of staff engaged in the above two sections of examination division. The total staff strength sanctioned in examination division is 76.

**Examination Conduct Section**

This section is responsible for preparing the groundwork for university examination work, conduct of examination, co-ordination between examination centre and examination section, maintenance of examination accounts, payment of examiner remuneration bills, dispatch of mail and maintenance of examination records. The Deputy Registrar (Conduct) is the head of this section.

**Examination Confidential Section**

The section has two cells 1. Examination confidential 2. Revaluation. The Confidential cell is responsible for moderation, question paper management, answer sheet, control of UFM, provide necessary assistance to the examination committees; declares timely and error-free result etc. The revaluation cells is responsible of revaluation of answer sheets and declare result. The Deputy Registrar (Confidential) is the head of this section.

**REFERENCE**

1. Self Analysis Report Part II submitted by the university for the Institutional Accreditation of the University, 2000 p.2
2. M.P. Vishwavidyalaya Adhiniyam, 1973 act (Adhiniyam)
3. Dr. Hari Singh Gour Vishwavidyalaya Statutes
4. Personnel Observation and Interviews with personnel involved in different administrative section of Dr. Hari Singh Gour University.