



SUBJECT: Teachers and other Academics

Yashwantrao Chavan Maharashtra Open University Duties and responsibilities of post (Nature of work)

The University does not get any salary grant or financial assistance by the government and functions on the self generated revenue. The University has always strived to be self sufficient. The University utilises the existing physical and manpower infrastructure available with the colleges in rural and urban area and thereby offers very cost effective education to students as per their academic and professional needs.

Teachers and other Academics

Sr. no	Name of post	Sanctioned posts	Responsibilities)Nature of work (
1	Vice Chancellor	1	<ol style="list-style-type: none">1) To lead the University by providing motivation to the staff for introducing various need based educational programs in the field of Humanities, Commerce Agriculture, and Technical etc.2) To take the University to the masses by catering to the educational needs of poor, downtrodden and to those who could not complete their education in formal system of education.3) To represent the University at National and International level and establish good rapport with various educational institutions and industrial and business world with the purpose of benefiting the learners for their educational and professional social and economic up liftmen .4) To enable learners get benefit of financial assistance of various schemes introduced and implemented by the State Government by implementing them in the University.5) To democratise education by eradicating every obstacles in terms of age, economic condition, cast and creed of learners.6) To provide research opportunities to the staff, learners of the University.7) To make people accept and adopt the new technology in their day to day work, mould their mentality to serve the client of the University, accept and adopt the modern management techniques and practices so as to serve the learners in the best possible manner.8) To adopt and implement those educational policies and practices in commensurate with the educational Vision, Policy of the Government.
2	Professor	11	<ol style="list-style-type: none">i) To constitute School Councilii) To plan new educational programmes.iii) To get study material prepared in Self Instructional Format

			iv) To prepare budget of the School v) To prepare evaluation pattern of the programmes vi) To update content of the programmes vii) To guide and assist the implementation strategy of the programmes and study centre identification. viii) To represent the School in various bodies of the University.
3	Asst. Professor	29	1. To co ordinate Programmes. 2. To conduct meetings of course writers and editors. 3. To carry out the process of Self Instructional editing's on the manuscripts of the books. 4. To edit books from the language and Self Instructional angle and forward the same for first DTP copy. 5. To act as a member of study center identification committee. 6. To represent the School as a member of School Council, Academic Council and other bodies.
4	Assistant Librarian	2	1. To update list of journal, subscribed by the library. 2. To contact Schools and provide information about arrivals of new books, journals, periodicals. 3. To develop e-content through availability of books, journals, magazines. 4. To collect information about new software meant for library Managements etc. 5. To ensure smooth exchange of books, and effective functioning of the library.
5	Deputy Librarian	1	1. To develop library by placing demand for books, journals, magazines as per the requirement of the School. 2. To arrange Organize and maintain the library as per the standard procedures. 3. To arrange the exchange of books to the readers. 4. To maintain and develop reference sections. 5. To prepare budget of the library. 6. To subscribe for on line journals and other reading resources. 7. To maintain reading section.




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YASHWANTRAO CHAVAN MAHARASHTRA
OPEN UNIVERSITY, NASHIK-422 222