

## **Manual – 1 Section 4 (1) (b) (i)**

### **The Particulars of organization, functions and duties;**

**Maharshi Vishwamitra Mahavidyalaya, Buxar**, is a Constituent Unit of Veer Kunwar Singh University, Ara Buxar owns its importance as a historical place almost exclusively to its colossal Vishwamitra Ashram, which still stands majestically. The traditional account of the holi antiquity as an important center of Vishnu and Siva worship embedded in Balmiki's Ramayan and Ramcharit Manas and some of the purans has been described. This town known as Siddhashram witnessed a remarkable outburst of intellectual activities during the time of Vishwamitra in Vedic period. The new spirit of the modern age was remarkably illustrated by the life and thought of Sri KhakhiBaba; The saketbasi, and Sri Mauni Baba; Janakpurbasi. Undoubtedly KhakhiBaba was a great social reformer, a great religious teacher and a tower of philosophical wisdom in this area. He himself worked for reform in educational field. He was deeply religious but not ethnologically inclined. He laid great emphasis on modern education including co-education. For the purpose he laid the foundation of M. V. College, Buxar on 11th June, 1957. The honourable Raja of Dumaron state had deep love and affection with Khaki Baba. He donated ten bighas land on the bank of Ganga for the college along with the Raja of Dumaraon other devoted disciple of Khaki Baba gave monetary help for the construction of the building of the college. Sri Basistha narayan Mishra, the elder son of Khaki Baba devoted his entire life for the constituent unit under Magadh University in the year 1975.

### **Vision**

- To make this institute of higher education a centre of excellence by promoting knowledge, creating new knowledge and finding its applications by tapping the potentials of staff and students.

### **Mission**

- To Create an effective teaching learning environment that enables the students to realise their full potential.
- To develop the college as a catalyst of social change and growth to prepare students to think critically and act responsibly in a rapidly changing global environment
- To inculcate among the college community a sense of environmental responsibility so as a adopt environment friendly practices as a way of life. To promote quality in education and constantly strive for excellence in teaching, research, student support and overall management.
- To nature human values and enable students to become socially responsible citizens with commitment to play a pivotal and catalytic role in national development, and cultivate and advocate ethical behavior in all aspects of its functioning.

**Address :** Maharshi Vishwamitra Mahavidyalaya, Buxar (Bihar) - 802101

**Website :** [www.mvcollegebuxar.org](http://www.mvcollegebuxar.org)

**Tel. No. :** 06183-222010

**Note:** The details of the Teaching Staff and College Telephone Directory are available on our Website [www.mvcollegebuxar.org](http://www.mvcollegebuxar.org)

### **Duties to be performed to Achieve the Mission**

Ever since the establishment of college in 1958, the college has been playing a significant role in imparting education in Humanities, Social Science, Science & Vocational Education in order to achieve its objectives and vision the college has formulated various schemes/activities. Teaching, research and organizing extra-curricular activities, Seminar, Workshop, Conference, Cultural and sports activities on regular basis. NSS & NCC chapter of College encourage students to participate in several social outreach activities.

### **Details of Services Rendered**

The details of services rendered are briefly enumerated below:

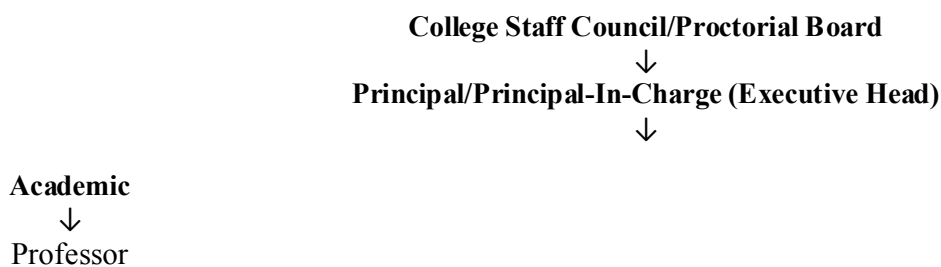
- a) Teaching of courses at the Intermediate and UG level of Humanities, Social Science, Science & Vocational Educational.
- b) Conduct of in house and university examinations.
- c) Conduct of seminars, meetings, lectures, cultural events etc.
- d) Provision of sports facilities.
- e) First Aid services within the Campus.
- f) Facilities to conduct research in the subjects being taught.
- g) Teachers are allowed to go on study leave in order to promote their career

### **Organization and Administrative Machinery**

1. Since college is constituent unit of Veer Kunwar Singh University, Ara, University administrate, run the College: **Maharshi Vishwamitra Mahavidyalaya, Buxar** University constitutes Proctorial Board and Appoints its representative (UR) to monitor the functioning of College.
2. The Governor -Cum – Chancellor of Universities Bihar appoints a full time principal on the recommendations of the Selection Committee constituted for the purpose, with the approval of the Executive Council (State Govt. Bihar).
3. Bursar appointed by the University to look after the financial deals.
4. The college has a staff council that operates in accordance with University Ordinance/statutes.

Organisation Chart: Organizational set-up of **Maharshi Vishwamitra Mahavidyalaya, Buxar,**

#### **ORGANIZATION CHART**



Associate  
Professor

Assistant  
Professor

**Administrative Wing**



P.A. to Principal



Section Officer



Bursor (Income) & Bursor  
(Expenditure)



Accountant



Assistant



Jr. Asst. cum  
Computer Operator



Lab Demonstrator



**Non-academic**



Library Wing



Library-In-Charge



Librarian



Sorter



Peon



Office  
Attendant



Waterman



Mali



Chowkidar



Safai  
Karamchari



Driver



Generator  
Operator

**Mechanism available for monitoring the service delivery and public grievance resolution**

Management of the various activities of the college are supervised by the Proctorial Board and Several Committees, Cells, Bodies, constituted by Principal and through University Representative.

**Map of Location**

A location [map](#) is available on the college website: [www.mvcollegebuxar.org](http://www.mvcollegebuxar.org)

**Working Hours**

**Office:** 10:00 a.m. to 5:00 p.m. — Monday to Saturday (except on public holidays).

**Teaching:** 10:00 a.m. to 3:00 p.m. — Monday to Saturday (according to time table).

**Or**

05 Hrs. Stay in Campus per working day

40 Hrs. Stay in Campus per Week

[According to Routine]

**Public Interaction**

Same as Citizen Interaction.

## **Grievance Redressal**

A three level system is followed viz. Grievance Redressal Cell, Departmental and Staff Council, as follows:

### **GRIEVANCE REDRESSAL CELL:**

This cell is constituted to address the genuine grievances of students & staff. Students having grievances regarding time-table, facilities, teaching, examinations, documents, discipline etc. can put their appeal before the cell. Staff having grievances regarding their duty, Payment and facilities can put up their appeal before the cell. After sorting the grievance cases, the cell shall forward the case to the concerned departments for its redressal, if dept. feels unable to redress the grievance, it shall forward the case to Staff council through principal. In case the grievance is out of jurisdiction of college management, it shall be forwarded to university.

### **DEPARTMENTAL**

Matters pertaining to allocation of workload among the teachers and staff, pattern of assignments, in house exam question papers etc. are resolved in Departmental meetings. The decisions of the meetings are maintained by the concerned teacher-in-charge/departmental head. Grievances if any are addressed at these meetings.

### **STAFF COUNCIL.**

1. All the members of the teaching staff, Non-Teaching Staff, the Librarian and the Physical Trainer shall constitute the Staff Council.
2. Subject to the provisions of the Act, the Statutes and the Ordinances of the Veer Kunwar Singh University, Ara, the Principal shall act as Principal-in-Council in respect of matters on which Staff Council is required to take decisions.
3. The Principal shall be ex-officio Chairman of the Staff Council. The Council shall elect its Secretary, who shall hold office for a term of one year. The Secretary may be re-elected for a second term but no person shall hold office of Secretary for more than two consecutive terms.
4. Subject to the provisions of the Act, the Statutes and the Ordinance of the University, the Staff Council shall take decisions in respect of the following matters:
  - 4.1. Preparation of College Time-table.
  - 4.2. Allocation of Extra-curricular work of teachers not involving payment of remuneration.
  - 4.3. Organising extra-curricular activities, including cultural activities of students, sports, games, National Service Scheme and other social services schemes and academic societies.
  - 4.4. Organising admission of student.
5. Subject to the provisions of the Bihar University Act/Patna University Act, the Statutes and the Ordinances of the Veer Kunwar Singh University, Ara the Staff Council shall make recommendations ordinances of the University, the

Staff Council shall make recommendations in respect of the following matters:

- 5.1. Formulation of admission policy within the framework of the policy laid down by the University;
- 5.2. Formulation of guide-lines regarding arrangements for the residence and welfare of students in consultation with appropriate students' organizations;
- 5.3. Formulation of guide-lines regarding discipline of the students;
- 5.4. Formulation of policies for recommending names of teachers for participation in seminars and conferences and financial assistance to teachers.
6. Principal can constitute/reconstitute different committee to look after the democratic management of departments & College.
7. The Principal shall have the right to be present and to speak at any meeting of any Committee.
8. Each Committee shall have a Convenor appointed by the Chairperson, who shall convene the meetings of the Committee, and the minutes of the meetings shall be prepared and maintained by him.
9. The decisions of the Committee shall be reported to the subsequent meeting of the Staff Council for ratification, wherever necessary.
10. The Principal shall implement all decisions of the Staff Council. If, in the opinion of the Principal, whoever, an emergency has arisen which requires that immediate action should be taken, the Principal shall take such action as he deems necessary and shall report the same to the next of the Staff Council for confirmation.
11. The roles relating to the conduct of meetings of the Staff Council shall be in accordance with the Regulations laid down in this behalf.