



**RATAN TATA
MAHARASHTRA STATE
SKILLS UNIVERSITY**

1st Floor Elphinstone
Technical High
School, Metro
Chowk, Mumbai -
400001

Manual 1

Particulars of Organization,
functions and duties
Right to Information Act, 2005
under [Section 4(1)(b)(i)]



Manual 1

Particulars of organization, functions and duties [Section 4(1) (b)(i)]

| | | | |
|-----|--|---|---|
| 1. | Name of the Organization | : | Ratan Tata Maharashtra State Skills University |
| 2. | Postal address of the Organization | : | 1st Floor Elphinstone Technical High School, Metro Chowk, Mumbai - 400001 |
| 3. | Website | : | www.mssu.ac.in |
| 4. | E-Mail | : | registrar@mssu.ac.in |
| 5. | Phone Number | : | (022) 49780588 |
| | Fax Number | : | |
| 6. | <p>Brief History and background for its establishment :</p> <p>Ratan Tata Maharashtra State Skills University is a specialized University first of its kinds, to create highly skilled and employable youth, to encourage job creation and to promote delivery of high quality skill education, startups, incubation, employability, training, counselling, apprenticeship, on-job training, and placements in an integrated manner with industry partnership, to promote inclusive growth by facilitating employment and providing self-employment guidance for the youth to enhance their incomes, to support the economically backward communities in terms of providing skill development, employment, entrepreneurship and self-employment opportunities and to provide a job-ready workforce to the industry thus reducing unemployment and ultimately propelling the economic growth of the State and for matters connected therewith or incidental thereto.</p> | | |
| 7. | Jurisdiction of the Organization | : | Maharashtra |
| 8. | Type of University | : | State University, Teaching and Affiliating University |
| 9. | Act of the University | : | Maharashtra State Skills University Act VII of 2021 |
| 10. | Type of Funding | : | State Government, Own Funds |
| 11. | Accreditation | : | |
| 12. | Officers of the University : | | |
| 1. | The Chancellor | : | The Governor of Maharashtra, India. |
| 2. | The Vice-Chancellor | : | Prof. (Dr.) Apoorva Palkar |
| 3. | The Registrar | : | Prof. (Dr.) Rajendra Talware (Incharge) |
| 4. | Head, Skills Department | : | Prof. Sandeep Jain (Incharge) |



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|-----|---|---|--------------------------------------|
| 5. | The Head of Departments | | |
| | a) Faculty of Science and Technology | : | Prof. (Dr). Rajendra Shankar Talware |
| | b) Faculty of Commerce and Management | : | Mr. Amar Saxena |
| | c) Faculty of Humanities | : | Mr. Sandeep Jain |
| | d) Faculty of Inter-disciplinary Studies | : | Dr. Preetam Salvi |
| 6. | The Associate Head of Faculties | | |
| | a) Faculty of Science and Technology | : | Mr. Manish Agarwal |
| | b) Faculty of Commerce and Management | : | Mr. Vikrant Joshi |
| | c) Faculty of Humanities | : | |
| 7. | The Director Board of Examination and Evaluation | : | Dr. Rajendra Shankar Talware |
| 8. | The Finance and Accounts Officer | : | Mr. Prabhakar Sawant |
| 9. | The Director, Innovation, Incubation and Linkages | : | Vacant |
| 10. | The Director, Knowledge Resource Centre | : | Vacant |



13. Aims and objectives of the organization:-

The objects of the University shall be to,-

1. to emerge as the foremost institution of quality in skill education recognised by industry, industry associations, etc. nationally and internationally ;
2. to develop qualified youth with skill proficiencies and competencies at different levels built on national principles of skill education or as deemed appropriate by the University ;
3. to promote skill education including employment and entrepreneurship in an integrated and holistic manner with higher education so as to ensure pathways for progression and mobility across forms of education and skills ; to provide learning, teaching, capacity, capability and skills development and entrepreneurial training, covering a wide spectrum of domains and specializations as may be relevant from time to time in the fields in which future jobs are going to be created such as automotive, apparel and furnishing, aviation and aerospace, media and entertainment, film, capital goods, communication, design, technology, management and entrepreneurship, business, banking and insurance, healthcare, hospitality, logistics, sports, travel and tourism, life sciences applied and creative arts, humanities, data science and artificial intelligence, e-business, retail, analytics, agri-business, related to Industry 4.0 and any other fields of study including the imparting of skills that have employment potentiality ;
4. to provide opportunities for flexible learning systems and provide a medium for lifelong learning and skill development with employability ;
5. to engage and promote constant engagement with industry to understand the skilled manpower needs of industry and build partnerships for youth to learn in a practical and real-world environment ;
6. to develop competent, skilled and capable youth imbued with skills, learning and the spirit of entrepreneurship and entrepreneurship to meet the skilled employment needs of the country and the world ;
7. to promote and maintain transparency of the highest order in matters of admission, appointments, evaluation, accreditation, administration and finance ;
8. to establish state-of-the-art facilities for education, skills training and entrepreneurship development ;
9. to carry out teaching, skilling, up-skilling, re-skilling and research and offer continuing quality education programmes ;
10. to start skills development programs, soft skills, courses in new and emerging areas with innovative approaches ;
11. to institute degrees, diplomas, certificates and other academic



- distinctions on the basis of examinations, or any other methods of evaluation ;
12. to provide skill development and training through a variety of programs leading to gainful employment and entrepreneurship ;
 13. to establish links, collaborations and partnerships with other institutions, industry and industry associations in India and abroad ;
 14. to establish links with industry partner for capital investment for establishment of the University and for its maintenance ;
 15. to establish innovative approaches for creation of seamlessness in academic structures, learning time-frames, and working and continuous evaluation processes for nurturing and cultivation of creativity and entrepreneurship ;
 16. to aim at reaching the unreached by using latest information communication technology to deliver education, training and teaching resources to learners ;
 17. to provide a teaching learning pedagogy which combines multiple forms of education and learning pedagogy and course delivery (blended or distance or open or online or skill or other) and thus provide a 'Virtual Campus' where students will come together with experienced faculty and industry members to develop and evolve ; to provide learning opportunities to wide range of learners representing diverse backgrounds, age groups and socio-economic status and geographic location through a self-paced, self-styled, face to face and online learning environment ;
 18. to collaborate with other colleges, universities, research institutions, profit and non-profit organizations, corporates, industry, industry associations, professional associations or other organizations in India or overseas to conceptualize, design, develop and offer specific education and research programmes, training programmes, skilling and exchange programmes for students, faculty members and others ;
 19. to provide a teaching learning pedagogy focused on hands-on training, professional and skill based training in line with market needs ;
 20. to conduct research in labour market requirements in order to understand emerging trends and offer suitable curricula, courses and programs;
 21. to undertake collaborative research and advocacy with any organizations in India or overseas for promoting innovative models of education, research, training and skill development including employment and entrepreneurship ;
 22. to design and deliver high quality training, capacity building and development systems for teachers, administrators and working professionals ;
 23. to collaborate with other institutes, industries businesses, universities or labs or agencies or organizations of repute from other States of India or foreign countries to offer joint programmes

- or courses or research or exchange faculty or information or share practices and give or receive equipment or resources or grants or consultancy for benefit of students ;
24. to offer mechanism and facility for recognition of prior learning ;
 25. to offer mechanism and facility of credit banking or transfer system to create options of multi-entry and exit and opportunities for movement across Universities or domains or sectors ;
 26. to provide students an opportunity of life long and continuous training through the University courses offered through conventional or blended or distance or open or online education and other education delivery models suitable for different pedagogical approaches and systems;
 27. to provide education, training and skill development opportunities to the informal sector and unorganized workforce in order to build productivity ;
 28. to provide flexible and modular learning pathways thereby enabling multi entry and exit option ;
 29. to provide vertical mobility to students undergoing technical, vocational and skill based education and training by offering Diploma, Bachelor, Masters and Doctoral programs in high growth sectors and offer various specializations to prepare the youth towards gainful employment and entrepreneurship ;
 30. to provide a flexible and open system of learning ;) to conduct pedagogical and skill enhancement training and development programs for faculty and trainers who are involved in imparting vocational education and skill training ;
 31. to provide professional and development services to the industry, organizations, agencies and the society at large ;
 32. to undertake skill assessments for the students studying in the University as well as for other students, agencies, training providers, institutions, industry and organizations ;
 33. to do research in the pedagogy of skill assessments, online assessments, computerized assessments or tests and develop required software, hardware solutions or other systems or processes for carrying, out assessments or tests ;
 34. to use modern and post-modern processes, mechanisms and technologies for governance and management of learning, teaching, researching, evaluating, developing, organizing and creating socio-economic wealth for individuals and society for Twenty-first Century ;
 35. to provide professional and development services to the industry and public organizations and society ;
 36. to encourage industrial and industrial associations participation through establishment of innovation labs, in-service training centres, workshops and active participation in all aspects of governance, curricula design, skill training, placements, internships, consultancy, joint projects, etc;
 37. to establish campuses, regional centres, skill centres, community



- colleges, study centres, information centres, test or examination centres, centres of excellence, etc., at various locations in the State to facilitate delivery, student services and dissemination of education, consultancy, information and skill training with the permission of competent regulatory body ;
38. to liaison or collaborate with various ministries, State bodies, departments, agencies or other statutory bodies at state, national, international level in order to understand education and skilling needs and to impart programmes accordingly ;
 39. to interact with industries for participation in curricula development, teacher training, practical, research, on-job training, skill assessments certifications, etc. ;
 40. to engage and promote knowledge partner for monitoring and supporting the University in conducting all its activities and academic programmes ;
 41. to undertake necessary or expedient action to pursue and promote the objectives of the University ;
 42. to ensure that the standard of the degree, diplomas, certificates and other academic distinctions conferred by a University are not lower than those laid down by the competent regulatory body.



14. **Organization Charts:-** (Incorporated in Manual No. 3)

15. **Authorities of the University: -**

- (1) the Governing Council;
- (2) the Academic Council;
- (3) the Board of Studies;
- (4) the Board of Assessment and Evaluation;



16. Number of Statutory Officers - As on 19th Jan.2024

| Cader | Government Fund Positions | | |
|----------------|---------------------------|--------|--------|
| | Sanctioned | Filled | Vacant |
| Statutory Post | 0 | 0 | 0 |
| Class-I | 7 | 2 | 5 |



17. Various Departments/Sections of University and their nature of work :

| Sr. No. | Name of the Administrative Department/ Section | Nature Of Work |
|---------|---|---|
| 1. | Administration 1) Human Resource 2) General Administration. 3) Estate 4) Purchase 5) Records & Meetings 6) Public Relation 7) Law Section | 1. Recruitment of Teaching and Non- teaching. 2. Maintaining of Service record of all employees. 3. Disciplinary matters. 4. Work related to Post retirement benefits. 5. Other Administrative Work |
| 2. | Public Relation Office | |
| 3. | Law Section | |
| 4. | Law and Grievance Redressal Cell | 1. Grievance Redressal 2. Establishment Mechanism For Precaution And Prohibition |
| 5. | Information Office | Work Related to RTI Act,2005 |
| 6. | Reservation Cell | To Implement reservation policies, orders of Government related matters |
| 7. | General Section | 1. Receiving and distributing of mail. 2. Franking and sending mail. 3. Arranging various University events. 4. Purchase and distribution of office stationery. 5. Providing uniform to the employees concerned. 6. Preparing yearly Diary/Calendar of University. |
| 8. | Security Section | Maintaining security of the University campus and its property as well as safety of the Students, Staff, Officers and persons residing in the campus. |
| 9. | Information Technology Cell | Dr. Sunil Joshi |



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|-----|---|----------------------|
| 10. | Academic Section a) Affiliation Section b) Approval Section c) Board, Meetings and Syllabi Section | |
| 11. | Admissions Section | Dr. Preetam Salvi |
| 12. | Academic Eligibility Section | |
| 13. | NAAC and Statistics Dept. (AISHE Unit) | |
| 14. | Internal Quality Assurance Committee (IQAC) Cell | |
| 15. | Planning and Development Section | |
| 16. | Students Facilitation Center | |
| 17. | Examination Section a) Co-ordination Unit b) Godown Unit c) Strong Room/ Confidential Unit d) Scrutiny and Tabulation Unit e) Photocopy and Revaluation Unit f) Certificate Unit | Dr. Rajendra Talware |
| 18. | Finance and Accounts Section | Mr. Prabhakar Sawant |
| 19. | Hostel Office | |
| 20. | All Academic Departments | |



18. Powers and duties of the University:-

The University shall have the following powers and duties, namely:-

1. to provide facilities and promote trainings, studies and research in emerging areas of skills, including new emerging areas in which future jobs are going to be created such as automotive, apparel and furnishing, aviation and aerospace, media and entertainment, film, capital goods, communication, design, technology, management and entrepreneurship, business, banking and insurance, healthcare, hospitality, logistics, sports, travel and tourism, life sciences applied and creative arts, humanities, data science and artificial intelligence, e-business, retail, analytics, agri- business, related to Industry 4.0 and any other fields of study including the imparting of skills that have employment potentiality ;
2. to develop curriculum packages and credit frameworks for different levels in accordance with the National Occupational Standards as specified by the National Skill Qualification Framework or as may be defined by the University;
3. to define norms and parameters of skill education, teaching and instruction, consistent with the credit framework and curriculum packages, as the University may deem fit ;
4. to define norms and parameters of skill education, teaching and instruction, consistent with the credit framework and curriculum packages, in such skills and allied areas as the Skills University may deem fit;
5. to determine standards of admission to the University, which may include an entrance examination, evaluation or any other method of testing;
6. to demand and receive payment of fees and other charges ;
7. to facilitate instruction, in accordance with the credit framework and curriculum packages, in such skills and allied areas as the University may deem fit, for the dissemination of knowledge and skills training and consistent with its objects;
8. to award degrees, diplomas, certificates and other distinctions, as the case may be ;
9. to define norms of, examination or any other measure of assessment of knowledge and competency of a student of, or admission to, the University or colleges, institutions of skill education, training establishments and research centres affiliated to it ;
10. to hold examinations or other assessments of knowledge or competency, or accredit the examination or other assessment systems affiliated to it, as the University may, from time to time, determine ;
11. to establish, maintain or recognise, colleges, institutions, training establishments and research centres and affiliate such colleges, institutions, training establishments and research centres, in such manner and in accordance with such parameters as may be specified by its Statutes ;
12. to admit to its privileges any college or institution in the State subject to such conditions as may be laid down by the Statutes: Provided that no college



institution shall be so admitted except with the prior approval of the State Government ; to confer autonomous status on a college or an institution in the manner laid down by the Statutes ;

13. to recognise industries, companies, national and international partners (as skill knowledge providers) for purposes of practical training of students in skills, and to define norms for recognition of competency attained by a student in such practical training in industry for the purpose of earning credits ;
14. to define norms and measures of assessment for recognition of prior learning and competency in skills, based on relevant experience at work or in industry ; and to assign credits for such prior learning or competency in accordance with the credit framework ;
15. to lay down norms for transfer of credits to promote new learning opportunities without compromising on learning outcomes ;
16. to introduce semester system, continuous evaluation and choice- based credit system enabling credit transfer and joint degree or dual degree programmes with other universities and academic institutions ;
17. to admit foreign students to the University as per the policy and schemes of the Government of India and the procedure approved by the Governing Council ;
18. to deliver blended or distance or open or online degrees in skill education with prior permission of competent authority ;
19. to institute skill education, teaching or other academic positions, required by the University, with such qualifications and designations as it may deem fit, and to appoint persons on tenure, term or otherwise to such positions as may be prescribed ;
20. to appoint persons working or having significant experience of working, in any other university or educational institution or any industry, possessing the required knowledge or competency, as adjunct, guest or visiting faculty of the University on such terms and for such duration as such University may decide;
21. to lay down parameters for assessment certification and accreditation of skill educators and training providers in accordance with the norms prescribed, or in their absence, such norms as may be determined by the University ;
22. to create administrative and other non-teaching posts and to make appointments thereto with the permission of the Governing Council;
23. to determine, specify and receive payment of fees and other charges, as the University may deem fit, from students and any other person, institution, industry or body corporate for instructions and other services, including training, consultancy and advisory services, provided by such University ;
24. to hold, manage and dispose of any property belonging to, or vested in, the University in such manner as the University may deem fit for attainment of its objects:

Provided that where land for the University has been provided free of cost or at subsidized cost by the State Government, such land may be disposed of only with the prior approval of the State Government ;



25. to purchase or to take on lease or leave and license any land or building, premises or infrastructure which may be necessary or convenient as the University may deem fit for attainment of its objects ;
26. to receive gifts, grants, donations or benefactions from the Central Government and the State Government and to receive bequests, donations and transfer of movable or immovable properties from testators, donors or transferors, as the case may be ;
27. to borrow with the previous approval of the State Government, on the security of the property of the University, money for the purposes of the University ;
28. to invest the funds of the University in or upon such securities and transpose any investment from time to time in the nationalized banks in the interest of the University ;
29. to establish and maintain such infrastructure, including campuses, regional centres, skill centres and study centres within the territories of the State of Maharashtra, as may be necessary for attainment of its objects ;
30. to undertake, or cause to be undertaken, such studies for assessment of skill needs as may be required in the future and to prepare and maintain a database of skills assessment and requirements in terms of the emerging employment market, as the case may be, relevant to the instructions imparted or proposed to be imparted in the University ;
31. to institute and award fellowships, scholarships, exhibitions, prizes and medals;
32. to collaborate with any other university or institution of national importance in offering joint degree programmes for bridging skill education with higher education ;
33. to promote international collaboration in education with institutions of education for the purpose of developing competency, knowledge and ability to global standards and award joint degrees with prior permission of competent authority ;
34. to promote a spirit of entrepreneurship in skills amongst youth ;
35. to promote career guidance and counselling among the youth ;
36. to do all such things as may be necessary, incidental or conducive
37. to the attainment of all or any of the objects of the University.



19. Map of office location :-

<https://maps.app.goo.gl/jarPDJ8TnomQK1hY7>

Statement of Land and Buildings. Land Area- Acres

20. Working hours of the office and visiting hours

for public- For office

09:45 am to 6:15 p.m. - Monday to Friday.

Lunch Time - 1.45 pm to 2.15 pm

Sundays and Saturdays are holidays.

Visiting hours for Public

4:00 pm to 5:00 pm of Wednesday, Friday – Vice Chancellor.

4:00 pm to 5:00 pm of Monday, Tuesday, Thursday – Registrar.

