



# Dr. Babasaheb Ambedkar Technological University

(Established by Government of Maharashtra and Governed by  
Dr. Babasaheb Ambedkar Technological University Act No. XXIX of 2014)  
www.dbatu.ac.in

## Notification

DBATU/Reg/OSD/2018/365

Date: 30<sup>th</sup> August 2018

**Subject:** Appointments as Officers on Special Duty (OSD)

The Executive Council of the Dr. Babasaheb Ambedkar Technological University in its 14<sup>th</sup> Meeting held on 4<sup>th</sup> August 2018 has approved the appointments of the following persons as Officers on Special Duty (OSDs) of Joint Director level on recommendations of the Selection Committee appointed by the Executive Council and approval from the Government of Maharashtra, for a period of one year from the date of this notification, extendable by another year, or till regular appointments are made on the positions, whichever is earlier.

S.N.	Name of the OSD	Designation	Workplace	Portfolio
01	Dr.V.S. Sathe	OSD	Main Centre	I/c Finance Officer
02	Dr. Brijesh Iyer	OSD	Main Centre	Student Welfare
03	Dr. B.F. Jogi	OSD	Main Centre	Affiliation
04	Mr. Y.N. Patil	OSD	Main Centre	ICT-MIS

### **Roles and Responsibilities of OSDs**

- (1) The OSD-Affiliation shall be responsible for –
  - (a) To initiate online affiliation process and complete it;
  - (b) To address the issues of visits of LICs and ensure timely submission of documents to the Government;
  - (c) To process Principal, Faculty approval proposals;
  - (d) To carry out process and transfer of students;
  - (e) To resolve eligibility related issues;
  - (f) Exercising such other related duties assigned to him by the University authority from time to time.
- (2) The OSD- ICT-MIS shall be responsible for -
  - (a) ensuring submission of data from the affiliated colleges in the State-wide MIS system of the University for the students, and staff from affiliated colleges;
  - (b) conduct of online courses at the Centre's;

- (c) maintenance of web related services for faculty, staff, students, alumni and industry in the respective region;
  - (d) data management of the University, data analysis of examination results;
  - (e) compilation of data from affiliated colleges required by the regulatory bodies such AICTE, UGC, NIRF, MHRD, AISHE etc. and its submission to the Director of the Regional Centre;
  - (f) development and maintenance of network communication of the University with the Regional Centre's and Sub-Centre's;
  - (g) registration of graduates of the University for online degree verification at NAD;
  - (h) providing service for transcripts, duplicates certificates to students;
  - (i) any other matter requiring ICT expertise;
  - (j) exercise such other powers and perform such other duties assigned to him by the University authority from time to time.
- (3) The OSD- Students Welfare, shall be responsible for addressing issues related to -
- (a) admissions and Internal examinations;
  - (b) results of students of affiliated colleges;
  - (c) formation and functioning of students Councils in colleges;
  - (d) students scholarships and fellowship from Government and other bodies, financial assistance;
  - (e) training and placement of students from schools, Centre's of University and affiliated colleges in the Regional Centre;
  - (f) hostel accommodation, facilities of the students in hostels, interpersonal relationships, cultural activities in the affiliated colleges;
  - (g) any issue related to students in affiliated;
  - (h) exercise such other powers and perform such other duties assigned to him by the University authority from time to time.

The concerned teachers should intimate their acceptance within one week of this notification.



**(Dr. Sunil S. Bhamare)**  
**Registrar**

Copy Submitted to: Hon'ble Vice-Chancellor, Dr. BATU, Lonere

Copy to : All above concerned