

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

1. **Name of the Organization :-** Savitribai Phule Pune University, Pune.
2. **Postal address of the Organization :-** Ganeshkhind, Pune 411007.
3. **Website :-** www.unipune.ac.in
4. **Email :-** regis@unipune.ac.in
5. **Phone Nos. :-** (020) 2560 1181, 2560 1182, 2560 1183
Fax. :- (020) 2569 7388
6. **Brief history and background for its establishment:-**
 The University of Pune (formerly University of Poona) is over 50 years old. The University of Pune is established in 1948 by the Poona University Act, 1948 (ACT XX OF 1948) as a measure in the decentralization and reorganization of University education in Province of Bombay. However, the University of Pune came into formal existence on 10th February 1949 with Dr. M. R. Jayakar, as the first Founder Vice-Chancellor.
7. **Jurisdiction of the Organization :-** Presently the three districts, viz. Pune, Ahmednagar and Nashik are under the jurisdiction of the University of Pune.
8. **Type of University :-** State University, Teaching and Affiliating University
9. **Act of the organization :-** Maharashtra Universities Act, 1994
10. **Type of funding :-** State Government, Own Funds and Funds received from various Funding Agencies like University Grants Commission, DST, DBT, ISRO, BARC-DAE. Etc.
11. **Accreditation :-** NAAC- accreditation Five Star status
12. **Name of Statutory officers :-**

| | |
|-----------------------------------|--------------------------|
| Hon'ble Vice Chancellor | Dr. W.N.Gade |
| Pro-Vice Chancellor | (Vacant) |
| Registrar | Dr. Narendra M. Kadu |
| Director of BCUD | Dr. V.B. Gaikwad |
| C.O.E. | Dr. Ashok Mangesh Chavan |
| F.A.O. | Smt. V.K.Gargote |
| Librarian | Dr. B.M. Pange |
| Director, Students Welfare | Dr. Prabhakar Desai |

13. Aims and objectives of the organization:-

As per Section 4 of the Maharashtra Universities Act, 1994 :

The objects of the university shall be to disseminate, create and preserve knowledge and understanding by teaching, research, extension and service and by effective demonstration and influence of its corporate life on society in general, and in particular the object shall be -

- a. To carry out its responsibility of creation, preservation, and dissemination of knowledge;
- b. To promote discipline and the spirit of intellectual inquiry and to dedicate itself as a fearless academic community to the sustained pursuit of excellence,;
- c. To encourage individuality and diversity within a climate of tolerance and mutual understanding;
- d. To promote freedom, secularism, equality and social justice as enshrined in the Constitution of India and to be catalyst in socio-economic transformation by promoting basic attitudes and values of essence to national development;
- e. To extend the benefits of knowledge and skills for development of individuals and society by associating the university closely with local and regional problem of development;
- f. To carry out social responsibility as an informed and objective critic, to identify and cultivate talent, to train the right kind of leadership in all walks of life and to help younger generation to develop right attitudes, interests and values;
- g. To promote equitable distribution of facilities of higher education;
- h. To provide for efficient and responsive administration, scientific management and develop organization of teaching [research and extension];
- i. To promote acquisition of knowledge in a rapidly developing and changing society and to continually offer opportunities of upgrading knowledge, training and skills in the context of innovations, research and discovery in all fields of human endeavour by developing higher educational network with use of modern communication media and technologies appropriate for learning society;
- j. To promote national integration and preserve cultural heritage;
- k. To develop work culture and promote dignity of labour through applied components in the syllabi;
- l. To build up financial self-sufficiency by undertaking academic and allied programmes and resource generative services in a cost-effective manner;
- m. To promote better interaction and co-ordination among different universities and colleges by all such means generally to improve the governance of the university and facility it provide for higher education;
- n. To generate and promote a sense of self-respect and dignity amongst the weaker section of the society;
- o. To strive to promote competitive merit and excellence as the sole guiding criterion in all academic and other matters relating to students

14. Organization Charts:- (Enclosed herewith)**15. Authorities of the University: -**

- a. the Senate
- b. the Management Council
- c. the Academic Council
- d. the Faculty
- e. the Board of College and University Development

- f. the Board of Studies
- g. the Board of Inter-disciplinary studies
- h. the Board of Examinations
- i. the Board of Adult and Continuing Education and Extension Services
- j. the Students' Council
- k. such other bodies of the University as are designated by the Statutes to be the authorities of the University

16. No. of Teaching faculty (As on 28th February 2015) :-

| Post | Government Fund Position | | |
|---------------------|--------------------------|------------|------------|
| | Sanctioned | Filled | Vacant |
| Professor | 070 | 031 | 039 |
| Associate Professor | 117 | 073 | 044 |
| Assistant Professor | 198 | 144 | 054 |
| Assistant Librarian | 001 | 000 | 001 |
| | 386 | 248 | 138 |

| Post | Other Fund Position | | |
|--------------------------------------|---------------------|-----------|-----------|
| | Sanctioned | Filled | Vacant |
| Director | 04 | 01 | 03 |
| Professor | 15 | 05 | 09 |
| Associate Professor | 32 | 14 | 18 |
| Assistant Professor | 91 | 58 | 34 |
| Programme Co-ordinator | 05 | 05 | 00 |
| Academic Co-ordinator | 01 | 00 | 01 |
| Co-ordinator | 01 | 01 | 00 |
| Assistant Librarian | 01 | 01 | 00 |
| Research Scientist (A) (UGC Fund) | 02 | 02 | 00 |
| | 154 | 89 | 65 |

17. No. of non teaching staff(As on 1st March 2015) :-

| Cader | Government Fund Position | | |
|---------------------------|--------------------------|-------------|------------|
| | Sanctioned | Filled | Vacant |
| Statutory Post | 06 | 05 | 01 |
| Class-I | 87 | 44 | 43 |
| Class-II | 94 | 49 | 45 |
| Class-III | 661 | 562 | 99 |
| Class-IV | 396 | 345 | 51 |
| Total (Class I-IV) | 1238 | 1000 | 238 |
| Total | 1244 | 1005 | 239 |

| Post | University Fund Position | | |
|-----------|--------------------------|--------|--------|
| | Sanctioned | Filled | Vacant |
| Class-I | 2 | 2 | 0 |
| Class-II | 0 | 0 | 0 |
| Class-III | 31 | 31 | 0 |

| | | | |
|--------------|-----------|-----------|----------|
| Class-IV | 21 | 21 | 0 |
| Total | 54 | 54 | 0 |

| Post | University Fund Position (University Press) | | |
|--------------|--|-----------|----------|
| | Sanctioned | Filled | Vacant |
| Class-I | 01 | 01 | 0 |
| Class-II | 00 | 00 | 0 |
| Class-III | 15 | 15 | 0 |
| Class-IV | 01 | 01 | 0 |
| Total | 17 | 17 | 0 |

18. Details of Service provided:-

| Sr. No. | Name of the Department | Services Provided |
|---------|---|--|
| 1. | <i>Administration Teaching & Non-Teaching</i> | 1. Recruitment procedure of Teaching and Non-teaching. a) Maintenance of Service record of all employees. 2. Disciplinary matters. 3. Work related to Post retirement benefits. 4. Inward/Outward of university mail. |
| 2. | <i>Security</i> | Security of the buildings and this campus of the University. |
| 3. | <i>Affiliation & Staff Approval</i> | Extension and continuation of affiliation of colleges/institutes, approval of college teacher. |
| 4. | <i>Board of College and University Development (B.C.U.D.)</i> | Overall supervision over the work assigned to the Academic, Eligibility, Admission, Development Unit and External Admissions. To plan Development of the University, both physical and academic, and it shall conduct academic audit of the University Department, Institutions, College and recognized Institutions and shall also plan, monitor, guide and coordinate U.G. and P.G. academic programmes and development of affiliated college. |
| 5. | <i>Academic</i> | Administrative work related to Academics, revision syllabi, Curriculum etc., P.G. recognition of Teachers and Ph.D. Guide of Teachers. |
| 6. | <i>Eligibility</i> | Eligibility of students, Issue of Transfer Certificates, Migrations Certificates. |
| 7. | <i>Admission</i> | Ph.D. Registration and other work related to the U.G. and P.G. Admissions. |
| 8. | <i>Development</i> | Development proposals of affiliated colleges and University, Annual Report. |
| 9. | <i>Examination</i> | Pre & Post Examination work, Conduct of Examination |

| | | |
|-----|--|--|
| 10. | <i>Finance</i> | Finance, Accounts & Audit |
| 11. | <i>Adult and Continuing Education</i> | Capacity building, women empowerment, increase the standard of living of the society, Protection of environment, management of local resources. Training program for literacy, functional literacy, and computer literacy. |
| 12. | <i>Library</i> | Provide Reference Books, Text books, Journals internet facility to students, teachers, Researchers etc. |
| 13. | <i>Students Welfare Unit</i> | N.S.S., Cultural programs, elections of students council, social awareness, environment etc. |
| 14. | <i>Reservation CELL</i> | a) To implement the reservation policy of the Government for the welfare of reserved category candidates. b) To collect data regarding the implementation of the policies in respect of admissions, appointments to teaching and non teaching positions in the university and in the affiliating colleges. c) To provide reservation for SC, ST, VJ/NT, SBC and OBC candidates in services as well as to improve the status of these peoples socially and educationally so that they can take their rightful place in the main stream of society. d) Roster verification of colleges and university, Grievance committee. |
| 15. | <i>Estate</i> | Constructions of university buildings, maintenance and repairs, gardening, guest house, water supply & electricity supply, conservancy, etc. |
| 16. | <i>House Manager</i> | Allotment of staff quarters, transportation, work related to Canteen Committee, vehicles, meeting Halls, Guest House etc., |
| 17. | <i>Public Relation Department</i> | News publication, publication of various advertisements of the University, Vruttavidya. |
| 18. | <i>Law Section</i> | 1. To look after legal matters, 2. Matters filed before the Grievance Committee, 3. Work related to Statutes and Ordinances, |
| 19. | <i>Health Center</i> | Provide medical facilities to students, staff, Medical check up programs of students including colleges. |
| 20. | <i>Board of Sports</i> | Arrange sports activities for colleges, University, to promote facility of games to the students of university jurisdictions, to plan & organize inter-Collegiate, inter-university tournaments. |
| 21. | <i>Hostel</i> | Hostel facilities for students. |

19. **Duties to be performed to achieve the mission:-**

i) Powers and duties of the University:-

As per section 5 of the Maharashtra Universities Act 1994 following are the powers and duties of the University:-

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

- to provide for instruction, [extension,] teaching and training in such branches of learning and courses of study as the university may, from time to time, determine;
- to make provision for research and for the advancement and dissemination of knowledge, and generally to cultivate and promote the arts (including the fine arts), commerce, science, medicine, engineering, technology, law, physical education, and others branches of learning and culture and their interdisciplinary areas;
- to make provision to enable conducted and affiliated college and recognized institutions to undertake specialized studies;
- to organize, maintain and manage university departments, laboratories, libraries, museums and equipments for teaching research [or extension];
- to establish, maintain and manage departments and institutions of research, of specialized studies or of academic services unit.
- to establish, maintain and manage colleges, institutions, hostels, health centers, auditoria and gymnasiums;
- to provide for establishment, on the university-campus, of autonomous institutions like inter-university centers, research laboratories, modern instrumentation centers and like centers of learning, set up by the University Grants Commission, Central Government or State Government, which may be used by a university or college or group of universities or colleges:
 Provided that, in the case of any industry or any non-Government organizations providing the facility to a university, prior approval of the State Government shall be obtained by the university concerned;
- To provide for establishment of sub-campuses for serving a group of colleges, and also to provide for and maintain common resources centers in such sub-campuses in the form of libraries laboratories, computer centers, and the like centers of learning;
- To create posts of directors, principals, professors, readers, lectures and others teaching or non-vacation academic posts required by the university with the prior approval of the State Government and to prescribe their qualifications and make appointments there to;
- To appoint or recognize person working in any other university or organization as adjunct professors, adjunct readers, adjunct lecturers visiting professors of the university for specified periods;
- To create on-teaching skilled, administrative, ministerial and other posts and prescribe the qualification and pay-scales with prior approval professors of the State Government and to make appointments there to;
- To facilitate mobility of teachers within the university and to other universities with the consent of the teacher concerned;

- To prescribe the course of instruction and studies for the various examinations leading to specific degrees and diploma or certificates;
- To make provision, wherever feasible, in the university departments, colleges, institutions, recognized institutions, and schools, for survey and collection of statistics, data and other particulars relevant to various development activities including State and National plan, evaluation of the development schemes with the participation of the students, as a part of their curricular activities;
- To supervise, control and regulate admission of students for various courses of study in university departments, conducted and affiliated colleges, institutions, schools and recognized institutions;
- To guide teaching in colleges by deputation of teachers from a pool of teachers of the university and supplement teaching in colleges for improving their standards;
- To institute degrees and post-graduate diplomas and post-higher secondary diplomas, certificates and other academic distinctions on the basis of examinations or by other tests or otherwise;
- To hold examinations and confer degrees and post-graduate diplomas and award post-higher secondary diplomas, and certificates and other academic distinctions on persons who----
 - (a) unless exempted there from in the manner prescribed, have pursued approved courses of study in the university, or in an institution or a recognized institution or a school and have passed the examinations prescribed by the university; or
 - (b) have pursued approved courses of study in the university, or in a [college] or in an institution or a recognized institution or school and have passed the examinations prescribed by the university ; or
 - (c) have engaged in research under conditions provided by Ordinances and Regulations;
- To confer and award such degrees, diplomas and certificates to, and provide for such lectures, instruction and training for, external students, and the students under correspondence and distance education, open university and continuing education courses;
- To confer honorary degrees or other academic distinctions as prescribed by the Statutes;
- To lay down the conditions of affiliation of colleges and recognition of institutions taking into account the credibility of the management and the norms of academic performance of colleges, faculties and subjects, as may be laid down, from time to time, and satisfy itself by periodical assessment or otherwise that those conditions are fulfilled;
- To admit to the privileges of the university, affiliated colleges and institutions not maintained by the university and withdraw all or any of those privileges and recognize hostels not maintained by the university and withdraw such recognition, temporarily or permanently;
- To designate a university department, conducted college, and affiliated college, institution, or school an autonomous university department, conducted college, affiliated college or institution or school, as the case may be in accordance with the guidelines, if any, laid down by the University Grants Commission;

- To monitor and evaluate the academic performance and affiliated colleges and recognized institutions for affiliation and periodical accreditations;
- To inspect, where necessary, colleges and recognized institutions through suitable machinery established for the purpose, and take measures to ensure that proper standards of instruction, teaching and training are maintained by them, and adequate library, laboratory, hostel, workshop and other academic facilities are provided for;
- To hold and to manage trusts and endowments and institute and award fellowships, traveling, fellowships, scholarships, studentship; medals and prizes for teachers and students of the university and colleges;
- To fix, demand and receive or recover such fees and other charges as may be regulated by the [Ordinances], from time to time;
- To supervise, control and regulate the conduct and discipline of the students of the university, colleges, institutions, recognized institutions, schools and hostels;
- To provide for mobility of students from formal to non-formal stream and vice-versa;
- To provide facilities for revision or in service courses for teachers of the university, colleges, schools and institutions;
- To make arrangements for promoting the healthy atmosphere, corporate life and welfare of the students of the university, colleges, schools and institutions;
- To make arrangement for promoting welfare of the employees of the university;
- To co-ordinate and regulate teaching, [research and extension in the college] and recognized institutions;
- To provide for the training and quality improvement of teachers and non-teaching employees;
- To provide for periodical assessment of the performance of teachers and non-teaching employees of the colleges, institutions, and university in accordance with the provisions of the Statutes;
- To regulate and provide for attendance of the teachers on the premises of the university or colleges or institutions during teaching hours and beyond teaching hours, as prescribed and to prohibit teachers from taking or conducting private tuition or private coaching classes;
- To provide for conduct and discipline rules for teaching and non-teaching staff and the enforcement thereof;
- To prescribe Code of conduct and for managements;
- To establish, maintain and manage, whenever necessary-----
 - (a) A printing and publication department;
 - (b) University extension boards;
 - (c) Information bureaus;
 - (d) Employment guidance bureaus; and
 - (e) Such other activities as may be necessary and possible to fulfill the objects of the university;
- To make provision for participation of students in-----
 - (a) The national service scheme;

- (b) The national cadet corps;
 - (c) Home-guards and civil defense;
 - (d) The national sports organization;
 - (e) Physical and military training;
 - (f) Extra-mural teaching and research;
 - (g) Programmes related to adult and continuing education, and extension;
 - (h) Any others programmes, services or activities directed towards cultural, economic and social betterment as may be necessary and possible to fulfill the objectives of the university;
- To provide for special training or coaching for competitive examinations, for recruitment to the public services, public service public undertakings and others competitive employment opportunities, with prior approval of the State Government;
 - To co-operate or collaborate with any other university, institution, authority or organization for research and advisory services and for such purpose to enter into appropriate arrangement with other universities, institutions authorities, or organizations to conduct certain courses as the situation may demand;
 - To rescind affiliation granted to colleges;
 - To borrow funds for the purpose of the university on the security of the property of the university, with the prior permission of the State Government
 - To explore the possibilities of augmenting the resources of the university by exploring or innovating activities such as research and development, consultancy, training programmes and providing services for different clients from industry, trade or any other non-government organizations;
 - To recommend to the State Government to take over, in the public interest, the management of an affiliated college, institution or autonomous college in case where irregularities or commissions or omissions of criminal nature by the management of such college or institution are evident to the committee of enquiry appointed by the university;
 - To undertake academic collaboration programmes with universities and institutions abroad, with the approval of the State Government;
 - To receive funds for collaboration programmes from foreign agencies subject to rules and regulations of the Central Government and State Government in that behalf;
 - To lay down for teachers and university teachers, service conditions including code of conduct, workload, norms of performance appraisal, and such other instructions or directions as, in the opinion of the university, may be necessary in academic matters;
 - To undertake development programmes in higher education, research, consultancy-based projects and training programmes for outside agencies, by charging fees, so as to generate resources;
 - To make special provisions for the benefit of the university education to be made available to classes and communities which are socially and educationally backward;

- To make special provision for such benefits of the university education to be made available for women students and handicapped students as the university may think necessary;
 - To make special provision for higher education in rural and tribal areas;
 - To implement the national literacy and adult education programme through teachers and students on voluntary basis in the university system and to evolve measures to give due weightage to the efforts and performance of the students in this area in addition to their normal academic performance, and also to evaluate the performance of the teachers in this area;
 - To promote by itself, or in co-operation with other university study of Marathi and the use of Marathi as medium of instruction, study, research and examination;
 - To promote by itself, or in co-operation with other university organizations, the study of foreign language in general and Asian languages in particular;
 - To evolve an operational scheme for ensuring accountability of teachers, non-vacation academic and non-teaching staff of the university, institutions and colleges;
 - To provide for joint appointments in single grade of pay in more than one department in the university as also between university – research laboratories, university-industry and other bodies;
 - To do all such other acts and things as many be necessary for, or incidental or conducive to, the attainment of all or any of its objects;
 - To comply with and carry out any directives issued by the State Government from time to time, with reference to above powers, duties and responsibilities of the university.
20. **Powers and duties of the Officers :-** Powers and duties of the other officers as specified in the Maharashtra Universities Act, 1994 and mentioned in Form No. 5 of the Standard Code Rules, 1984 and powers delegated or assigned by the authority or by the superior officers from time to time.
21. **Map of office location :-** Enclosed herewith – Physical Assets Statement of Land and Buildings Land Area. 411 Acres (Others enclosed .)
22. **Working hours both for office and public:-** *For Office.*
10:20 am to 6:00 p.m. - Monday to Saturday.
Lunch Time - 1.45 pm to 2.15 pm
Sunday and 1st and 3rd Saturday are holidays
Visiting Hours For Public.
10:20 am to 6:00 pm for every working days.
23. **Grievance redressal mechanism** Grievances Committee for redressal of grievances of Teaching and non-Teaching staff of the University and the affiliated colleges as per Section 57 of Maharashtra Universities Act, 1994.

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