

Manual 15

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**Particulars of facilities available to citizens for obtaining information at University of Pune**  
**[Section 4(1) (b) (xv)]**

<b>S. No</b>	<b>Facility available</b>	<b>Nature of Information available</b>	<b>Working hours</b>
1	Website: www.unipune.ernet.in	University of Pune About Us List of VC Bio-data of VC Contact details, phone no. of all Teaching Department & Administration Department List of Institutes inside University campus List of affiliated Colleges. List of Departments & Centers with their websites. List of Courses. Admission forms for various Courses. Syllabus for selected Courses Schedule of examinations. Seating arrangement for various examinations. Examination Results. Certificate Information & Downloadable form. Convocation form& list	Available 24 hours

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S. No	Facility available	Nature of Information available	Working hours
		Scholarship details	
		List Faculty of all Departments. Faculty / Staff database	
		Non-Teaching seniority list	
		SET/PAT information for students. Seating arrangement & result. Circular /Notice/ Tender	
		Ph.D. Rules	
		Planning & Development circular Guidelines for quality improvement	
		Medicclaim Policy	
		Conference & Seminar Information Sport Calendar	
		Job opening	
		Listonline journal Internet surfing statistics	
		Alumni Database	
		E- Forum Events	

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<b>S. No</b>	<b>Facility available</b>	<b>Nature of Information available</b>	<b>Working hours</b>
		Various software Softcopy of few books List of Chair established by UOP	
2	Library	Issue of Books Periodicals Research Journals Reading room facility Ph.D./M.phill thesis	10.20 to 6.00
3	Notice Board	Circulars received from other University/ Institution Recruitment advertisement Admission Notices	10.20 to 6.00

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<b>S. No</b>	<b>Facility available</b>	<b>Nature of Information available</b>	<b>Working hours</b>
4	Publication Counter	University publications Examination forms University Ordinances/Statutes (under process) Migrations forms Class improvement forms Degree forms P.G. recognition forms Ph.D. Registration forms Verification / Revaluation Photo copy forms Syllabus Bonafied Certificates for Campus Students Admission forms Exam forms Eligibility forms Fee details Scholarship forms Syllabus	10.30 a.m. to 1.30 a.m. 2.30 p.m. to 4.00 p.m.