



**SAVITRIBAI PHULE
PUNE UNIVERSITY**

Ganeshkhind,
Pune- 411 007.
Maharashtra, India.

Manual 7

**Particulars of any
arrangement that exists for
consultation with or
representation**

**Right to Information Act, 2005
under [Section 4(1) (b) (vii)]**

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**Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy of implementation at University of Pune.
[Section 4(1) (b) (vii)]**

Sr. No	Name and address of the Consultative/ Representative Committees / bodies	Constitution of the Committee / body	Role and Responsibility	Frequency of meetings
1	Academic Council.	As per Section 29 (2) of the Maharashtra Universities Act, 1994.	As per Section 29 (1), the Academic Council shall be responsible for laying down the academic policies in regard to maintenance and improvement of standards of teaching, research, extension, collaboration programmes in academic matters and evaluation of workload of the teachers and Section 30 of the Maharashtra Universities Act, 1994.	As per Section 29 (4), the Academic Council shall meet not less than twice a year.

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2	Board of Studies	There shall be B.O.S. for every subject or group of subjects, as prescribed by the Statutes as per Section 37 (1) & (2) of the Maharashtra Universities Act, 1994.	The powers and duties of B.O.S. are mentioned in Section 38 of the Maharashtra Universities Act, 1994.	As and when required.
3	Board of Examinations	As per Section 31 (3) of the Maharashtra Universities Act, 1994.	As per Section 31 (1) (2) & 32 of the Act, the B.O.E. shall be the authority for conducting the examinations and making policy decision in regard to organizing & holding examinations, improving the system of examinations appointing the paper setters, examiners, moderators & also prepare the schedule of dates of holding examinations and declaration of the results. The B.O.E. shall also oversee and regulate the conduct of examinations in the autonomous colleges,	As per Section 32 (2) of the Act, the Board shall meet at least once in each academic term in a year and at other times, when convened by the Vice-Chancellor.

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			institutions and University. Departments. The Board shall submit the detailed programme of examinations to the Academic Council for preparation of Academic Calendar. The B.O.E. shall deal with all the matters in relation to examinations and shall hear and decide the complaints received pertaining to any matter arising out of conduct of examinations.	
4	Board of Adult and Continuing Education & Extension Services	As per Section 39 (1) of the Maharashtra Universities Act, 1994.	The Board shall prepare an annual programme of its activities and shall review the same periodically. The Board shall submit an annual report to the Management Council as per Section (3) & (4) of the Maharashtra Universities Act, 1994 respectively.	The board shall meet at least twice a year as per Section 39 (2) of Maharashtra Universities Act, 1994.

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Sr. No	Name and address of the Consultative/ Representative Committees / bodies	Constitution of the Committee / body	Role and Responsibility	Frequency of meetings
5	Board of College & University Development	As per Section 35 (2) of the Maharashtra Universities Act, 1994.	As per Section 35 (1), the B.C.U.D. shall be responsible to plan development of the University both physical and academic, and it shall conduct academic audit of the University departments, institutions, colleges and recognized institutions. It shall also plan, monitor, guide and co-ordinate under-graduate and post-graduate academic programme and development of the affiliated colleges.	As per Section 35 (4) the B.C.U.D. shall meet at least twice a year.
6	Board of Sports	As per ordinance 7	To promote, organize and control all Sports activities.	Ordinarily thrice in a year.
7	Board of University Teaching and Research.	As per Section 36-A (2) of the Maharashtra Universities Act, 1994.	As per Section 36-A (4), the B.U.T.R. shall be responsible for post-graduate teaching and research in various faculties and subjects and shall ensure standards of research. It shall deal with the work of granting recognition to teachers in affiliated colleges and	As and when required.

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			recognized institutions for post-graduate teaching and guiding research.	
8	Committee for filling in temporary vacancies of University teachers.	As per Section 77 of the Maharashtra Universities Act, 1994	As per Section 77 of the Act, if the Vice-Chancellor is satisfied that, in the interest of teaching, it is necessary to fill in the vacancy immediately, he may make a appointment of a person duly qualified, for a period not exceeding one year on the recommendation of a local selection Committee constituted as under Section 77.	As and when required.
9	Committee for selection and appointment of University teachers.	As per Section 76 of the Maharashtra Universities Act, 1994.	As per Section 76(1) subject to the provision of Act, Statutes and Ordinances the Vice-Chancellor, till the UGC's scheme of recruitment becomes operative, appoint according to the order of merit and recommendations made by the selection Committee.	As and when required.

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10	Committees for Academic Services Unit.	As per Section 75(4) (b) of the Maharashtra Universities Act, 1994.	As per Section 75(4) (a), each Academic Services Unit of the University shall have a Committee whose principle responsibility shall be to organize, oversee and maintain the services under its charge.	As per Section 75(4) (e) the Committee shall meet at least twice a year.
11	Committees.	As per Section 80 of the Maharashtra Universities Act, 1994.	In addition to the Committees constituted under this Act, the authorities of the University may appoint Committee, with suitable terms and reference for any specific task and such Committee shall consist of the members of the same authority, constituting such a Committee and also of such other persons, as that authority may nominate, as per Section 80.	As and when required.

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12	Faculty of 1) Arts, Fine Arts and Performing Arts 2) Mental Moral & Social Sciences 3) Science 4) Law 5) Medicine 6) Engineering 7) Ayurvedic Medicine 8) Commerce 9) Education 10) Management 11) Pharmaceutical Sciences 12) Homoeopathy 13) Physical Education	As per Section 33 (5) of the Maharashtra Universities Act, 1994	As per Section 33 (1), the faculties shall be the principal academic co-coordinating authorities of the University in respect of studies and research in relation to the subjects included in the faculty, and also in respect of studies and research in multi-faculties & and it shall have the powers and duties as mentioned in Section 34 of Maharashtra Universities Act, 1994.	As and when required.
14	Finance & Accounts Committee.	As per Section 75 (2) of the Maharashtra Universities Act, 1994.	The functions and duties of the Committee are prescribed in Section 75 of the Act.	As per Section 75 (2) (d), the Committee shall meet at least four times in a year.

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15	Grievances Committee.	As per Section 57 (3) of the Maharashtra Universities Act, 1994.	As per Section 57 (1) & (2) of the Act, there shall be a Grievance Committee in each University to deal with the grievances of the teachers and other employees of the University, colleges, institutions and recognized institutions and to hear and settle grievances as far as may be practicable within 6 months and the Committee shall make a report to the Management Council. It shall be lawful for the grievance Committee to entertain and consider grievances which are not within the jurisdiction of the tribunal and report to the Management Council to take such action as it deems fit and the decision of the Management Council on such report shall be final.	Depends upon the number of cases filed before the Grievances Committee.

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16	Legal Advisory Committee	Constituted by the Chancellor	Legal opinion on complicated legal matters, if required.	As and when required.
17	Library Committee	As per Section 75 (1) of the Maharashtra Universities Act, 1994.	The functions of the Committee shall be prescribed as per Section 75 (1) (c) of the Act.	As and when required.
18	Local Enquiry Committee	As per Section 83(2) of the Maharashtra Universities Act, 1994.	The Academic Council of the University shall call an enquiry by a Committee constituted for the purpose of considering the application submitted by the management for grant of affiliation.	As and when required.
19	Management Council.	As per Section 27 (1) of the Maharashtra Universities act, 1994.	As per Section 27 (1), the Management Council shall be the principal executive authority to formulate statutes and forward the same to the Senate for approval and make ordinances to administer the affairs of the University and shall carry out all duties as mentioned in Section 28 of the Act and such duties which are	As per Section 27 (4), the Management Council shall meet at least four times in a year and the rules of procedure for conduct of business to be followed at a meeting including the quorum at the meeting and such other matters in

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			not specifically assigned to any other authority.	relation to meeting may be prescribed by the statute.
20	Purchase Committee	As per Section 75 (3) (b) of the Maharashtra Universities Act, 1994.	As per Section 75 (3) (a), there shall be the purchase Committee for dealing with all matters pertaining to all purchases of the University, in respect of such items where individual cost of each item, exceed Rs. 1 lakhs at a time.	As and when required.
21	Research and Recognition Committee.	There shall be R.R.C. for each boards of studies as per Section 36 A (5) of the Maharashtra Universities Act, 1994.	The duties of the R.R.C. shall be as mentioned in the Section 36 A (6) of the Maharashtra Universities Act, 1994.	As and when required.
22	Selection Committees for Officers of the University.	As per Section 79 of the Maharashtra Universities Act, 1994.	For recommendation of names for appointment to the post of Registrar, Controller of Examinations, Finance and Accounts Officer and Librarian.	As and when required.

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23	Senate	As per Section 25 (2) of the Maharashtra Universities Act, 1994.	As per Section 25 (1), the Senate shall be the Principal authority for all financial estimates and budgetary appropriations and for providing social feedback to the University on current and future Academic programmes and Section 26 of the Maharashtra Universities Act, 1994.	As per Section 25 (4), the Senate shall meet at least twice a year on the date to be fixed by the Vice-Chancellor, one of the meeting shall be annual meeting.
24	Standing Committee	As per Section 50 (2) of the Maharashtra Universities Act, 1994.	When any vacancy occurs in the office of a member, other than an ex-officio member of any authority or other body of the University before the expiry of his normal terms, the vacancy shall be filled, as soon as may be, by nomination of a person by the standing Committee.	As and when required.
25	Statutes Committee	As per ordinance 48	Drafting of all statutes and ordinances of the University.	As and when necessary.

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26	University Buildings and Works Committee	As per Ordinance 30	The Committee, under directions and overall supervision of the Management Council, shall be responsible of execution of all types of work and other work relating to execution of such works.	As and when required.
27	University Publication Board	As per ordinance 1	For recommending to the Management Council the publication grants of the University and to undertake the publication of the University journal, textbooks etc.	Once in a year.
29	University Students Council	As per Section 40 (4) of the Maharashtra Universities Act, 1994.	To look after the welfare of the students and to promote and to coordinate extra curricular activities.	Every meeting of the University students council shall be presided over by the vice-chancellor and shall be attended by such other officer as may be prescribed. The council shall meet at least once in every three months.