

## Manual 8

### A statement of boards, council, committees and other bodies constituted at University of Pune [Section 4(1) (b) (viii)]

S. No.	Name and address of the body	Constitution of the committee / body	Main functions of the body	Tenure	Whether meetings open to public	Whether minutes accessible to public	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.	5 years	No	Yes. After its circulation	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. as per mentioned in Section 38 of the Maharashtra Universities Act, 1994.	5 years	No	Yes. After its circulation	As per Direction No. 855 a meeting of the B.O.S. shall be convened by the Chairman of the Board or in his absence by a person appointed by the Vice-Chancellor, unless specifically permitted by the Vice-Chancellor Not more than 2 meetings shall be held during one academic year.
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 examination and declaration of the results. The B.O.E. shall also oversee and regulate the conduct of examination in the	5 years	No	Yes. After its circulation	As per section 32 (2) of the Act and Direction 717 (1), 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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			autonomous colleges, 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. The procedure to be followed by the board in their celebrations shall be such as may be prescribed.				
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.	5 years	No	Yes. After its Circulation	The board shall meet at least twice a year as per Section 39 (2) of Maharashtra Universities Act, 1994.

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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 undergraduate and post-graduate academic programme and development of the affiliated colleges.	5 years	No	Yes. After its circulation	As per Section 35 (4) the B.C.U.D. shall meet at least twice a year.
6.	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 recognized institutions for post-graduate teaching and guiding research.	5 years	NO	Yes. After its circulation	As per Direction No. 868, the B.U.T.R. shall ordinarily meet once a year and other times when convened by the Vice-Chancellor.

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7.	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.	3 years	No	Yes, after its circulation.	
8.	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 principal responsibility shall be to organize, oversee and maintain the services under its charge.	5 years	No	Yes. After appointment of concerned person	As per section 75(4) (e) the committee shall meet at least twice a year.
9.	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	5 years	No	Yes. After its circulation	

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			authority may Nominate, as per section 80.				
10.	Finance & Accounts Committee.	As per section 75 (2) of the Maharashtra Universities Act, 1994.	The functions of the committee shall be prescribed as per section 75 (2) of the Act.	5 years	No	Yes. After its circulation	As per section 75 (2) (d) and Direction No. 754, the committee shall be meet at least four times in a year. And at such other time as may convened by the Vice-Chancellor.

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11.	Grievances Committee.	As per Section 57(3) of the Maharashtra Universities Act, 1994.	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 or complete 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. As per section 57 (1) & (2) of the Act, respectively.	5 years	No	Yes. After its circulation	As per nature of Grievances.
12.	Legal Advisory Committee	Constituted by the Chancellor	Legal opinion on complicated legal matters, if required.	5 years	No	No	

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13.	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.	5 years			
14.	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 acquisition.	No	Yes. After appointment of concerned person		
15.	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 such duties which are not specifically assigned to any other authority and Section 28 of the Maharashtra Universities Act, 1994.	5 years	No	The Minutes of meeting of the management council and resulations passed in such meetings are accessible for public subject to the provisions of the RTI Act, 2005.	As per Section 27 (4), the Management Council shall meet at least four meetings 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 relation to meeting has may be prescribed by the Statute.



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16.	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.	5 years	No	Yes. After its circulation	
17.	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 mentioned as per Section 36 A (6) of the Maharashtra Universities Act, 1994.	5 years	No	Yes. After its circulation	
18.	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 provisions and for providing social feedback to the University on current and future Academic programmes and Section 26 of the Maharashtra Universities Act, 1994.	5 years	No	The Minutes of the Senate and resolutions passed in such meetings are accessible for public, subject to the provisions of the RTI Act, 2005.	As per Section 25 (4), the Senate shall be at least twice a year on the date to be fixed by the Chancellor, one of the meeting shall be annual meeting.

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19.	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.	5 years			If necessary.
20.	Statutes Committee	As per Ordinance 48	Drafting of all statutes and ordinances of the University.	3 years	No		

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21.	The 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-ordinating 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 & Section 34 of Maharashtra Universities Act, 1994.	5 years			As per Direction No. 853, Each faculty may meet ordinarily once a year when convened by the Dean or on requisition of one third of its members

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22.	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.		No	Yes. After its circulation	As per Section 40 (4) (c), 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 as per Section 40 (7) of the Maharashtra Universities Act, 1994.