

A Note on Administrative Structure of Institute of Autonomous Departments, University of Pune

1. **Name of the Institute:** University of Pune, Institute of Autonomous Departments (IAD)
2. **Departments:** Departments would be those which run 2 year/5 year integrated postgraduate certificate, diploma and/or degree courses as also those based in the University who conduct training and research programmes.
3. **Board of Management (BM) (thirteen member council) (Statute No. 611) :**
 - (a) The Chairperson of the BM will be the Vice Chancellor. The Management Council of the University will nominate two others from industry and business.
 - (b) The Academic Council of the University will nominate two experts.
 - (c) Five teachers (Professor/Reader) to be nominated in terms of seniority by rotation by the Chair, AB.
 - (d) Nominee of the State Government at the rank of professor/member of the state Council.
 - (e) Nominee of the UGC.
 - (f) Member-Secretary: Chair of the Academic Board.
4. **Academic Board (AC) (Statue 624) :**
 - (a) Members will be all Professors, HODs and Directors of Departments/Schools.
 - (b) Chair will be elected from among the members (4a above)
 - (c) Term of the chair person - 3 years of till s/he attains the age of 60 whichever is earlier
 - (d) Member-Secretary of AC: Administrative Office (AO) of the IAD
5. **Finance Board (Statute No. 631) (5 members) :**
 - (a) Chairperson - Vice-Chancellor
 - (b) Member-Secretary - Deputy Finance Officer (DFO)
 - (c) It is suggested that the Management Council nominates the Chair AB as their representative on FB (S 631 (a) (ii))
 - (d) Two senior teachers by rotation and according to seniority nominated by Chair AB

The IAD will have a separate account. The funds pertaining to IAD will be kept in this account. There will not be any change in the finance flow from the other sources of the University to IAD. The combined budget of IAD will be passed by the University Senate and specific budgets of the department by the FB of the IAD. The powers of FAO be delegated to DFO attached to IAD.

6. **Purchase Committee (Statute No. 632) (6 members) :**
 - (a) Vice-Chancellor - Chairperson
 - (b) Member Secretary - Administrative Officer (A.O.).
 - (c) The Management Council will nominate Chair AB plus one member.
 - (d) Two Professors nominated from the University (one from social science/humanities and on from Sciences) by Chair AB

7. Examination Committee (Statue 628), (6 members) :

- (a) Chair: Chair, Academic Board
- (b) One Professor, one Reader and one Lecturer by rotation nominated by Chair AB
- (c) Member-Secretary : Deputy Examination Officer (D.E.O.)

All matters regarding M.A., M. Phil. and Ph.D. Examination including type and form of examination approval of guides and examinees will come for formal approval to Examination Committee. All these matters will be handled at the Departmental level.

8. Administrative Section of IAD :

- (a) There will be a separate administrative wing of IAD to be located in the office of the University.
- (b) This will be headed by the Administrative Officer (AO) in the rank of a Professor. The C.R of AO will be written by VC/PVC.
- (c) Under the AO there will be D.R (Administration), D.R. (Academic), D.R. (Examination), D.F.O. (with CA qualification), A.R. (Teaching), A.R. (Non-Teaching). This section will be given a minimum staff to manage the departments of IAD.
- (d) Teaching and non-teaching staff will remain employees of the University. They will be attached to the IAD. All C.R's of the non teaching staff including DRs will be written by AO. All government and University rules regarding service conditions be applicable.
- (e) Staff of all departments will do all office work regarding administration, academic and examination of the department. C.R's of this staff will be written by HODs Decentralised finance staff needs to be made available. for units of three or four departments or per major department. Once budgets are passed no further administrative approvals necessary as HOD is the final authority.
- (f) Once attached to IAD, non-teaching employees' internal transfer among departments will be handled by AO in consultation with Chair AB. No transfer back to University of Pune can be done. without approval of AO and Chair AB.

9. University Finance Office:

The Office be separated under FAO to two departments. One for IAD and the other for colleges and matters relating to the University. The DFO in charge of IAD will be under the AO, IAD.

10. The Estate Office will be overall in charge as per statutory provisions under the Vice Chancellor. This includes all properties and services rendered by the estate office, e.g. hostels, guest house, quarters, etc.

Sd/-

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