



**SAVITRIBAI PHULE  
PUNE UNIVERSITY**

Ganeshkhind,  
Pune- 411 007.  
Maharashtra, India.

**Manual 7**

**Particulars of any arrangement that exist for consultation with or representation by the members of the public in relation to the formulation of its policy of implementation at Savitribai Phule Pune University.**

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

## Manual 7

### 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 Savitribai Phule Pune University.

#### [Section 4 (1) (b) vii]

Sr. No.	Name and address of the Consultative/ Committees/ Bodies	Constitution of the Committee/ Body	Role and Responsibility	Frequency of meetings
1.	Senate	As per Section 28 (2) of the Maharashtra Public Universities Act, 2016.	As per Section 28 (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 As per Section 29, The Senate shall transact the business at its meeting.	As per Section 28 (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 meetings.
2.	Management Council	As per Section 30 (4) of the Maharashtra Public Universities Act, 2016.	As per Section 30 (1), The Management Council shall be the principal executive and policy making authority of the university and shall be responsible for administering the affairs of the university and carrying out such duties, which are not specifically assigned to any other authority. The Management Council may make, amend or repeal Ordinances as per mentioned in section 74. The Board of Deans shall prepare and propose draft Ordinances concerning the matters referred to in section 73.	As per Section 30(2) the Committee shall meet at least four times in a year.
3.	Academic Council	As per Section 32 (3) of the Maharashtra Public Universities Act, 2016.	As per Section 32 (1), the Academic Council shall be responsible for regulating and maintaining the standards of teaching research and evaluation in the University and the Academic Council shall be responsible for laying down the academic policies	As per Section 32 (2) the Academic Council shall meet not less than four times in a year.

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			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 Power and Duties of Academic Council will be as per Section 32 (1) and (2).	
4.	The university shall have the following faculties, namely- (i) Faculty of Science and Technology; (ii) Faculty of Commerce and Management; (iii) Faculty of Humanities; (iv) Faculty of Inter-disciplinary Studies.	As per Section 34 (4) of the Maharashtra Public Universities Act, 2016.	As per section 34(1), The faculty shall be the principal academic coordinating authority of the university in respect of studies and research in relation to the subjects included in the respective faculty and also in respect of studies and research in multi-faculties as per Section 34 of the Maharashtra Public Universities Act, 2016.	As and when required.
5.	Board of Deans	As per Section 36 (2) of the Maharashtra Public Universities Act, 2016.	As per section 36 (1), There shall be a Board of Deans to co-ordinate, oversee, implement and to supervise the academic activities of the university. It shall be responsible to plan the development of the university in academics, research and development, entrepreneurship, intellectual property rights, incubation of industries and linkages with industries for integrated planning. It shall also plan, monitor, guide and coordinate under-graduate and post-graduate academic programmes and development of affiliated colleges.	As and when required.
6.	Board of Lifelong Learning	As per Section 45(3) of	There shall be a Board for Lifelong Learning and	The board shall meet at

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	and Extension	the Maharashtra Public Universities Act, 2016.	Extension to create skilled and learned human power through its various degree level programmes and skills development programmes.	least twice a year as per Section 45(2) of the Maharashtra Public Universities Act, 2016.
7.	Board of Examination and Evaluation	As per Section 47 (3) of the Maharashtra Public Universities Act, 2016.	As per Section 47 (1), The Board of Examinations and Evaluation shall be the authority to deal with all matters relating to examinations and evaluation. The Board of Examinations and Evaluation shall also oversee the conduct of examinations in the autonomous colleges, institutions, university departments and university institutions.	As per Section 47 (2) of the Act, the Board shall meet at least twice in each academic term in a year and at other times, when convened by the Vice-Chancellor.
8.	Board of Studies	There shall be B.O.S. for every subject or group of subjects, as prescribed by the statutes the Board of Studies shall be the primary academic body of the University as per Section 40 (2) of the Maharashtra Public Universities Act, 2016.	The powers and duties of B.O.S. are mentioned in Section 41 of the Maharashtra Public Universities Act, 2016.	As and when required.
9.	Board of Sports and Physical Education	As per Section 57 (2) of the Maharashtra Public Universities Act, 2016.	As per section 57(1), There shall be a Board of Sports and Physical Education in the university to promote the culture of sports and look after sports related activities. The activities of the Board shall be carried out by the Director of Sports and Physical Education.	As and when required.

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10.	Board of Research	As per Section 59(2) of the Maharashtra Public Universities Act, 2016.	As per Section 59(1), There shall be a Board of Research to cultivate, promote and strengthen research activities and also to plan, co-ordinate, supervise and to raise finances for research activities in university departments, colleges and recognized institutions.	As per Section 59(3) the board shall meet at least thrice a year.
11.	Statutes Committee	As per Section 72 (2) of the Maharashtra Public Universities Act, 2016 the Statutes Committee may be constituted by Management Council.	The Statutes may be made amended or repealed by the Senate in the manner provided in section 72.	As and when necessary.
12.	Regulations	Subject to the provisions prescribed by or under this Act, the Academic Council may make Regulations relating to the academic matters, consistent with this Act, Statutes and Ordinances.	As per section 75(1), Subject to the provisions prescribed by or under this Act, Management Council may make Regulations consistent with this Act, Statutes and Ordinances.	As and when necessary.
13.	Maharashtra State Commission for Higher Education and Development.	The composition of the Commission as per Section 76 (2) of the Maharashtra Public Universities Act, 2016.	As per section 76 (5),The Commission shall be the authority of the State Government in charge of, and responsible for, the higher education in the State. The Commission shall be the planning, monitoring, co-ordinating and evaluating authority and shall act as a thinktank for higher education, including technical, medical, management, professional education and	As per section 76 (4), Committee shall meet at least two times in a year.

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			emerging fields in the education such as Bio-Sciences and Technology and those which would emerge on the horizon of knowledge in future. The Commission shall create synergy between various stakeholders namely, the State Government, public and private universities, private skills education providers and industries.	
14.	Grievances Committee	As per Section 79(3) of the Maharashtra Public Universities Act, 2016.	As per Section 79 (1) & (2), (1) There shall be a Grievances Committee in each university to deal with all types of grievances; except grievances against the State Government including its officials, of teachers and other employees of the university, affiliated and autonomous colleges and recognized institutions, other than those managed and maintained by the State Government, Central Government or a local authority; which are not within the jurisdiction of the University and College Tribunal. (2) The university shall establish a Grievances Redressal Cell headed by the officer of the University not below the rank of the Assistant Registrar for providing administrative assistance to the Grievances Committee.	Depends upon the number of cases filed before the Grievances Committee.
15.	University and college tribunals	As per Section 80(2) of the Maharashtra Public Universities Act, 2016.	As per section 80 (1), There shall be one or more university and college tribunals for one or more universities in the State, governed by this Act as well as the Maharashtra Agricultural Universities (Krishi Vidyapeeths) Act, 1983, the Maharashtra Animal and Fishery Sciences	The appointment of a person as a Presiding Officer of the Tribunal shall be on a full time basis and for such period not exceeding three years in

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			University Act, 1998 and the Maharashtra University of Health Sciences Act, 1998, for adjudication of disputes between the employees of these universities and their respective university and between the employees of the affiliated or autonomous colleges or recognized institutions of these universities, other than those managed and maintained by the State Government, Central Government or local authority and their respective managements, with regard to the matters specified in sub-section (1) of section 81.	aggregate, as the State Government may, from time to time, in each case decide.
16.	Advisory Council	Nominated by the Chancellor as per Section 93(1) (a) of the Maharashtra Public Universities Act, 2016.	As per section 93 (2), (i) to advise to the Vice-Chancellor through generation of reports and action plans in academic, research and development, administration, generation of financial resources and governance so as to make a University academically vibrant, administratively efficient and financially a strong system; (ii) to devise a mechanism and approach for monitoring of the working of the University system as a whole and to keep track of the activities and provide information and critical analysis and comments on the progress and impact of the activities on the working of Universities and its identity in the Society; (iii) to advise the University regarding strategic perspective planning ; (iv) to take up any other	As per section 93 (3), Advisory Council shall meet at least two times in a year.

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			task that the Chairman of the Council shall find of importance for the growth of the University;	
17.	Finance & Accounts Committee.	As per Section 94 (2) of the Maharashtra Public Universities Act, 2016.	As per section 94(1), There shall be a Finance and Accounts Committee to plan, coordinate and oversee the financial operations of the university. It shall examine the accounts, the progress of expenditure and all new proposals involving fresh expenditure in the light of the provisions available.	As per Section 94 (5) the Committee shall meet at least four times in a year.
18.	Knowledge Resource Committee	As per Section 96 (2) of the Maharashtra Public Universities Act, 2016.	As per section 96(1), There shall be a Knowledge Resource Committee for administering, organizing and maintaining the Knowledge Resource Centre, print and electronic material and related services of the university.	As per Section 96(4) the committee shall meet at least thrice a year.
19.	College Development Committee	As per Section 97 (1) of the Maharashtra Public Universities Act, 2016.	As per section 97(1), There shall be a separate College Development Committee for every affiliated, autonomous, empowered autonomous college or recognized institution.	As per Section 97(3) The College Development Committee shall meet at least four times in a year.
20.	Purchase Committee	As per Section 98 (2) of the Maharashtra Public Universities Act, 2016.	As per Section 98 (1), There shall be a 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 exceeds rupees ten lakhs at a time.	As and when required.
21.	University Students Council	As per Section 99 (2) of the Maharashtra Public Universities Act, 2016.	As per Section 99 (1), There shall be a University Students' Council as specified in clause (b) of sub-section (4), a university department Students' Council for the departments of the university and a college Students' Council for each conducted college or institution of the University and each	As per Section 99(10) first meeting of the University students council shall be presided over by the vice-chancellor and



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			affiliated college, to look after the welfare of the students and to promote and co-ordinate the extra-curricular activities of different student's associations for better corporate life. The Councils shall not engage in political activities.	shall be attended by such other officer as may be prescribed. The council shall meet at least once in every three months.
22.	University Buildings and Works Committee	As per Section 100 (2) of the Maharashtra Public Universities Act, 2016.	As per section 100 (1), There shall be a Buildings and Works Committee to carry out several minor and major infrastructure development activities of the university efficiently and in a time bound manner.	As and when required.
23.	Fee Fixation Committee	As per Section 101 (3) of the Maharashtra Public Universities Act, 2016.	As per section 101(1), There shall be a Fee Fixation Committee to work out the real cost of delivery of each and every under-graduate and post-graduate courses or programmes run by the university, colleges and recognized institutions, other than autonomous colleges and autonomous institutions and those managed and maintained by the State Government, Central Government and local authorities.	As per Section 101(8) The College Development Committee shall meet at least two times in a year.
24.	Committee for selection and appointment of University teachers.	As per Section 102 (2) of the Maharashtra Public Universities Act, 2016.	As per Section 102 (1), Subject to the provisions of this Act, Statutes and Ordinances, the Vice-Chancellor shall appoint according to the order of merit and recommendations made by the selection committee, a university teacher.	As and when required.
25.	Committee for filling in temporary vacancies of University teachers.	As per Section 103(2) of the Maharashtra Public Universities Act, 2016.	As per section 103(1), Where an appointment is to be made on a temporary vacancy of teacher of the university because of resignation, leave or any	As and when required.

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			reason, whatsoever, the appointment shall be made, if the vacancy is for a period of more than one year, on the recommendation of the selection committee in accordance with the provisions of section 102. The quorum for the selection committee shall be three: Provided that, if, the vacancy is for a period of less than one year or if, the Vice-Chancellor is satisfied that in the interest of teaching, it is necessary to fill in the vacancy immediately, he may make the appointment of person duly qualified, for a period not exceeding one year on the recommendation of a local selection committee.	
26.	Selection Committees for Officers of the University.	As per Section 105 (1) of the Maharashtra Public Universities Act, 2016.	There shall be a selection committee for making recommendations of suitable candidates for appointment to the posts mentioned in section 105 of the Maharashtra Public Universities Act, 2016.	As and when required.
27.	Committees	As per Section 106 of the Maharashtra Public Universities Act, 2016.	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 106.	As and when required.

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