

**SNDT WU
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 SNDT Women's University, Mumbai
[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	Board of Studies	There shall be B.O.S. for every subject or group of subjects, as prescribed by the Statutes as per Section 40 (1) & (2) of the Maharashtra Public Universities Act, 2016.	The powers and duties of B.O.S. are mentioned in Section 40 (1) & (2) of the Maharashtra Public Universities Act, 2016.	As and when required.
2	Board of Examinations	As per Section 47 (3) of the Maharashtra Public Universities Act, 2016.	As per Section 47 (1) (2) & (3) 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, 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.	As per Section 47 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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3	Lifelong Learning and Extension	As per Section 45 of the Maharashtra Public Universities Act, 2016.	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 (46) (1) & (2) of the Maharashtra Public Universities Act, 2016 respectively.	As and when required.
4	Board of Sports	As per Section 57 of the Maharashtra Public Universities Act, 2016.	To promote, organize and control all Sports activities. Ordinarily thrice in a year.	-----

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5	Committee for filling in temporary vacancies of University teachers.	As per Section 70 (3) of the Maharashtra Public Universities Act,2016	As per Section 70 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 70.	As and when required.
6	Committee for selection and appointment of University teachers.	As per Section 102 of the Maharashtra Public Universities Act, 2016.	As per Section 102(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.
7	Committees for Academic Services Unit.	As per Section 2 of the Maharashtra Public Universities Act, 2016.	As per Section 2 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	As per Section 2 the Committee shall meet at least twice a year.

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8	Faculty of 1) Faculty of Science and Technology; 2) Faculty of Commerce and Management 3) Faculty of Humanities 4) Faculty of Inter-disciplinary Studies	As per Section 34 of the Maharashtra Public Universities Act, 2016	As per Section 34, 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 multifaculties & and it shall have the powers and duties as mentioned in Section 34 of Maharashtra Public Universities Act, 2016.	As and when required.
9	Finance & Accounts Committee.	As per Section 94 of the Maharashtra Public Universities Act, 2016.	The functions and duties of the Committee are prescribed in Section 94 of the Act.	As per Section 94, the Committee shall meet at least four times in a year.
10	Grievances Committee.	As per Section 79 of the Maharashtra Public Universities Act, 2016.	As per Section 79 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 grievances 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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11	Library Committee	As per Section 96 of the Maharashtra Public Universities Act, 2016.	The functions of the Committee shall be prescribed as per Section 96 of the Act.	As and when required.
12	Management Council.	As per Section 30 of the Maharashtra Public Universities act, 2016.	As per Section 31, 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 31 of the Act and such duties which are not specifically assigned to any other authority.	As per Section 30, 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
13	Purchase Committee	As per Section 98 of the Maharashtra Public Universities Act, 2016.	As per Section 98, 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.
14	Research and Recognition Committee.	There shall be R.R.C. for each boards of studies as per Section 37 2 (b) of the Maharashtra Public Universities Act, 2016.	The duties of the R.R.C. shall be as mentioned in the Section 37 of the Maharashtra Public Universities Act, 2016.	As and when required.

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15	Selection Committees for Officers of the	As per Section 105 of the Maharashtra Public Universities Act, 2016.	For recommendation of names for appointment to the post of Registrar, Controller of Examinations, Finance and Accounts Officer and	As and when required.

	University.		Librarian.	
16	Senate	As per Section 28 of the Maharashtra Public Universities Act, 2016.	As per Section 26, 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 Public Universities Act, 2016.	As per Section 26, 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.
17	Standing Committee	As per Section 50 (2) of the Maharashtra Public Universities Act, 2016.	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.
18	Statutes Committee		Drafting of all statutes and ordinances of the University.	As and when necessary.
19	University Buildings and Works Committee	As per Section 100 of the Maharashtra Public Universities Act, 2016.	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.

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20	University Students Council	As per Section 99 of the Maharashtra Public Universities Act, 2016.	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.