

Manual 8**A statement of boards, council, committees and other bodies constituted at SNDT Women's University, Mumbai,
[Section 4(1) (b) (viii)]**

Sr. 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 32 of the Maharashtra Public Universities Act, 2016.	As per Section 32 (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 32 (2), the Academic Council shall meet Not less than four times in year.
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 40 & 41 of the Maharashtra Public Universities Act, 2016.	The powers and duties of B.O.S. as per mentioned in Section 41 of the Maharashtra Public Universities Act, 2016.	5 years	No	Yes. After its circulation	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.

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3	Board of Examinations	As per Section 47 of the Maharashtra Public Universities Act, 2016	As per section 48 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 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.	5 years	No	Yes. After its circulation	As per section 47 (2) the Board of Examination shall meet Not less than twice in year.
4	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	5 years	No	Yes. After its Circulation	As per section 45 (2) the Lifelong Learning and Extension shall meet Not less than twice in year.

			Management Council as per Section (3) & (4) of the Maharashtra Public Universities Act, 2016 respectively.				
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5	University Buildings and Works Committee		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.		No	Yes, after its circulation .	
6	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 principal responsibility shall be to organize, oversee and maintain the services under its charge.	5 years	No	Yes. After appointment of concerned person	committee shall meet at least twice a year.

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7	Finance & Accounts Committee.	As per section 94 of the Maharashtra Public Universities Act, 2016.	The functions of the committee shall be prescribed as per section 94 of the Act.	5 years	No	Yes. After its circulation	As per section 94 the committee shall be meet at least four times in a year. And at such other time as may convened

							by the Vice- Chancellor.
8	Grievances Committee.	As per Section 79 of the Maharashtra Public Universities Act, 2016.	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 entertained and considered grievances or completes 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, respectively.	5 years	No	Yes. After its circulation	As per nature of Grievances.
9	Legal Advisory Committee	Constituted by the Chancellor	Legal opinion on complicated legal matters, if required.	5 years	No	No	----
10	Knowledge Resource Centre	As per section 21 of the Maharashtra Public Universities Act, 2016.	The functions of the committee shall be prescribed as per section 22 of the Act.	5 years	--	--	--

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No	address of the body	the committee / body			meetings open to public	minutes accessible to public	
11	Management Council.	As per Section 30 of the Maharashtra Public Universities Act, 2016.	As per Section 30, 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 31 of the Maharashtra Public Universities Act, 2016.	5 years	No	Yes. After its circulation	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
12	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.	5 years	No	Yes. After its circulation	--
13	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.	5 years	No	Yes. After its circulation	--

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14	Senate	As per Section 28 of the Maharashtra Public Universities Act, 2016.	As per Section 28, 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 Public Universities Act, 2016.	5 years	Yes	Yes. After its circulation	As per Section 29, 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.
15	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.	5 years			If necessary
16	Statutes Committee						
17	Faculty of 1) Faculty of Science and Technology ; 2) Faculty of Commerce and Management 3) Faculty of Humanities 4) Faculty of Inter-	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.	5 years	--	--	As and when required.

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18	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.		No	Yes. After its circulation	