

## Manual - 1

### Particulars of organization, functions and duties

[Section 4(1) (b) (i)]

1. **Name of the Organization** : **Punyashlok Ahilyadevi Holkar Solapur University, Solapur**
2. **Postal address of the main office, attached/subordinate office/ field units etc.** : Punyashlok Ahilyadevi Holkar Solapur University, Dnyanteerth Nagar, Solapur-Pune National highway, Kegaon, Solapur -413255.  
website: <http://su.digitaluniversity.ac>  
  
**Hon. Vice-Chancellor's office:**  
Email: [vco@sus.ac.in](mailto:vco@sus.ac.in)  
Tel. No.: (0217) 2351300  
  
**Hon. Pro Vice-chancellor's office:**  
Email: [provco@sus.ac.in](mailto:provco@sus.ac.in)  
Tel. No.: (0217) 2744778 (Ext. 201)  
  
**Registrar's office:**  
Email: [registrar@sus.ac.in](mailto:registrar@sus.ac.in)  
Tel. No.: (0217) 2744776, (Ext. 105)  
  
**Director, Examination And Evaluation office:**  
Email: [dbee@sus.ac.in](mailto:dbee@sus.ac.in)  
Tel. No.: (0217)2744768 (Ext. 206)  
  
**Finance & Accounts Officer's Office :**  
Email: [fao.soluni@yahoo.in](mailto:fao.soluni@yahoo.in)  
Tel. No.: (0217) 2744762 (Ext. 118)
3. **Brief history and background for its establishment** : Punyashlok Ahilyadevi Holkar Solapur University, Solapur was established by Government of Maharashtra by carving out of the Shivaji University, Kolhapur on 1<sup>st</sup> August, 2004 and published in Government Notification No. USG. 1004/(94/ 2004) UNI dated 22/07/2004.
4. **Jurisdiction of the Organization** : Jurisdiction of the University is Solapur District
5. **Type of University** : Non-Agricultural University
6. **No. of Affiliated Colleges** : 100 Affiliated colleges
7. **Act of the organization** :
  - i) Maharashtra Public Universities Act, 2016, Statutes, Ordinances, Rules and Regulations provided under the said Act.
  - ii) Maharashtra Civil Services Rules

8. **Type of funding** : Salary of Teaching and Non-Teaching Staff and Development Funds are sanctioned by State Govt. Various types development funds are sanctioned by University Grants Commission.
9. **Recognition** : 1) P.A.H. Solapur University is recognized by University Grants Commission, New Delhi as per section 2 F of UGC Act, 1956 vide notification No. F.9-17/2004 (CPP-I) dated 21 March, 2005.  
2) P.A.H. Solapur University is recognized by University Grants Commission, New Delhi as per section 12 B UGC Act, 1956 vide notification No. F.9-17/2004 (CPP-1/PU) dated 23 May, 2013.
10. **Accreditation** : Accredited NAAC B (CGPA 2.62)
11. **Name of Statutory Officers** : Vice-Chancellor - Dr. Mrunalini Fadnavis  
Pro-Vice Chancellor - Dr. D. N. Mishra  
I/c. Registrar - Prof. Dr. Vikas Ghute  
Director, Examinations & Evaluations - Dr. Shivkumar Ganapur  
Finance & Acc. Officer - CA Shrenik Shah
12. **Aims and objectives of the organization** : As per Section 4 of the Maharashtra Public Universities Act, 2016.
13. **Vision and Mission** :  
• Vision: Enrich research, teaching skill and employability of the students with execution of best practices.  
• Mission: Empower students and teachers in various fields on the basis of global and local resources by enriching power within them.
14. **Organization** : **I) Officers of the University:**  
As per Section 9 of the Maharashtra Public Universities Act, 2016.  
1) Chancellor  
**II) Other Officers of the University:**  
As per Section 10 of the Maharashtra Public Universities Act, 2016  
1) Vice-Chancellor;  
2) Pro-Vice-Chancellor;  
3) Registrar;  
4) Deans of Faculties;

- 5) Director of Board of Examinations and Evaluation;
- 6) Finance and Accounts Officer;
- 7) Director of Sub-campus of the University;
- 8) Director of Innovation, Incubation and Linkages;
- 9) Director Knowledge Resource Center;
- 10) Director of Lifelong Learning and Extension;
- 11) Director of Students' Development;
- 12) Director of Sports and Physical Education;
- 13) Director of National Service Scheme;
- 14) such other officers in the service of the university as may be prescribed by

**III) Authorities of the University:**

As per Section 24 of the Maharashtra Universities Act, 1994 following are the authorities of the University.

- 1) Senate;
- 2) Management Council;
- 3) Academic Council;
- 4) Faculty;
- 5) Board of Deans;
- 6) Board of Sub-campus of the university;
- 7) Board of Studies;
- 8) Board of University Departments and Inter-disciplinary studies;
- 9) Board of Post-Graduate Education in Colleges;
- 10) Board of Lifelong Learning and Extension;
- 11) Board of Examinations and Evaluation;
- 12) Board of Information Technology;
- 13) Board of National and International Linkages;
- 14) Board for Innovation, Incubation and Enterprise;
- 15) Board of Students' Development;
- 16) Board of Sports and Physical Education;
- 17) Board of Research;
- 18) such other bodies of the university as are designated by the Statutes, to be the authorities of the university.

15. **No. of Schools in the University**

: The University has adopted a School System. At present there are seven schools in University campus as detailed below:  
05 Govt. Aided (Partial) and 05 unaided School

S.N.	Name of the School	Specializations
1)	School of Physical Science	i) Physics (Applied Electronics)
		ii) Electronic Science
		iii) Material Science
		iv) Condensed Matter Physics
2)	School of Chemical Science	i) Polymer Chemistry
		ii) Organic Chemistry
		iii) Industrial Chemistry
		iv) Medicinal Chemistry
		v) Inorganic Chemistry
		vi) Analytical Chemistry
3)	School of Earth Science	i) Applied Geology
		ii) Geoinformatics
		iii) Environmental Science
4)	School of Social Science	i) Ancient Indian History Culture & Archaeology
		ii) Rural Development
		iii) Applied Economics
		iv) Journalism and Mass Communication
		v) B. Voc.
5)	School of Computational Science	i) Mathematics
		ii) Statistics
		iii) Computer Science
		iv) M.C.A.
		v) Biostatistics
6)	School of Commerce & Management	i) M.Com.
		ii) M.B.A.
7)	School of Languages & Literature	i) Marathi,
		ii) Hindi,
		iii) English,
		iv) Sanskrit,
		v) Urdu,
		vi) Pali,
		vii) Kannada
		viii) Prakrit
8)	School of Technology	Five years integrated M.Tech. Course in Cosmetic Technology
9)	School of Allied Health Science	i) Diploma in Dietetics & Nutrition
		ii) M. A. Yoga
10)	School of Performing Fine Arts	i) Natyashastra
		ii) Gayan
		iii) Tabla
11)	School of Life Sciences	Microbiology

16 **No. of faculties (Teaching positions)** :

Name of the Post	Sanctioned	Filled in	Vacant
Professor	05	01	04
Associate Professor	10	03	07
Assistant Professor	22	19	03
<b>TOTAL</b>	<b>37</b>	<b>23</b>	<b>14</b>

**No. of Non Teaching Staff** :

Name of the Post	Sanctioned	Filled in	Vacant
Statutory	11	7	04
Class I	15	11	04
Class II	13	10	03
Class III	115	93	22
Class IV	67	53	14
<b>TOTAL</b>	<b>221</b>	<b>174</b>	<b>47</b>

17. **Details of Service provided**

Sr. No.	Name of the Department		Services Provided
1)	Administration -		
1.1	General Administration	:	1) Inward/Outward of university mail 2) Security of the university assets 3) Transportation 4) Grievance committee
1.2	Meeting & Elections	:	1) Senate 2) Management Council 3) Academic Council 4) Standing Committee 5) Statute Committee
1.3	Establishment	:	1) Recruitment of Teaching and Non-teaching staff 2) Departmental inquiries 3) Post retirement benefits 4) Work Related to employees
2)	Academic, Research and Development	:	<b>1] Affiliation &amp; Staff Approval</b> Extension and continuation of affiliation of colleges/institutes, approval of college teacher. Career Advancement Scheme etc. <b>2] Academic Administration</b> Admission, Eligibility, Issue of Transfer Certificates, Migration Certificates, revised syllabi & Curriculum, Faculties and Board of Studies, Academic administration for

			students of University Schools/ department 3] <b>Development</b> proposals of affiliated colleges and University, M. Phil, Ph.D. unit. Teaching & Research units of University Department; Statistical information, Academic and administrative audit of university and affiliated colleges
3)	Board of Examination & Evaluation	:	Pre-exam, On-exam, Post-exam work of regular and External students & Convocation.
4)	Finance And Accounts Dept.	:	Finance, Accounts & Audit related work
5)	Knowledge Resource Center	:	Provides Reference Books, Text books, Journals, internet facility to students, teachers and Researchers.
6)	B. C. Cell	:	<p>a) To implement the reservation policy of the Government for the welfare of reserved category candidates</p> <p>b) To collect data felicitating the implementation of the policies in respect of admissions, appointments to teaching and non teaching positions in the university and in the affiliating colleges and analysis of the data showing the trends and changes towards fulfilling the required quota</p> <p>c) To implement, monitor continuously and evaluate the reservation policy in the university, college and plan measures for ensuring effective Implementation of the policy and programs of the Government of India</p> <p>d) To follows the reservation policy of Govt. of Maharashtra for SC, ST, VJ/NT, SBC and OBC candidates in services as well as to improve the status of these peoples socially and educationally so that they can take their rightful place in the main stream of society</p> <p>e) Roster verification of colleges</p> <p>f) Maintain the roster of University employees &amp; teaching, non- teaching</p>

7)	Engineering Section	:	Constructions of University buildings, maintenance and repairs, gardening, guesthouse, supply of water supply, electricity, providing sanitary services etc.
8)	Information and Public Relation Section	:	Responsible to ensure that the information relating to the University is disseminated, to coordinate the provision of media for communication purposes, publicizing of social events, academic achievements of the University as concurred by the Registrar, assist the Vice Chancellor/Registrar in calling and organizing press conferences as and when required by the Vice-Chancellor/Executive Council.
9)	Legal Section	:	To Supervise and conduct all court cases relating to the University to file affidavits in courts of Law to Provide legal opinion to the University.
10)	Department of Students Welfare	:	Cultural programs, elections of Students Council, creating social awareness environment.
11)	National Service Scheme	:	University NSS Cell is organizing from time to time various types of outreach programs. And also as per the Maharashtra Public University Act-2016 u/s-4 Objectives of University and Powers and Duties the Social Responsibility inculcating amongst the Students through the various programs
12)	Sports Department	:	Arrange sports activities for colleges, and university, to promote facility of games to the students in the university jurisdictions.
13)	Schools	:	Teaching, Learning and Research
14)	Health Centre	:	Provide medical facilities to students & staff, Medical check up programs etc.
15)	Hostel (Boys & Girls)	:	University is having Girls Hostel with 80 capacity and Boys Hostel with 200 capacity.

**18. Duties to be performed**

**i) Powers and duties of University :**  
The powers and duties of the university are prescribed under section 5 of the Maharashtra Public University act, 2016.

**ii) Powers and duties of the other officers as specified in the Maharashtra Public University act, 2016 and other employees of the University are displayed in Manual 2.**

19. **Map of office location** : The University is located at Kegaon, Solapur. Present campus of the University is on an area admeasuring 35.5 acres. Further University has acquired 482 acres of additional land adjoining to present campus.
20. **Working hours both for office and public** : **Administrative Office Hours:**  
10:20 am to 6:00pm - Monday to Saturday  
**Lunch Break:**  
02.00 p.m. to 02.30 p.m.  
**Public Holidays:**  
Sunday, 2<sup>nd</sup> and 4<sup>th</sup> Saturdays, State Govt. declared holidays  
Working hours prior to lunch hours are reserved for office work. Working hours after lunch hours are open to public.
21. **Grievance redressal mechanism** : **(I) Grievance Committee:**  
As per Section 79 of Maharashtra Public University act, 2016.  
Grievance Committee is committed to deal with the grievance of the teachers and other employees of the University, affiliated colleges & recognized institutions and to hear and settle grievances which are not within the jurisdiction of University and College Tribunal (i.e. grievances other than dismissal, removal, otherwise termination or reduction in rank).
- (II) University and College Tribunal:**  
As per section 80 of the Maharashtra Public University act, 2016.  
The State Govt. has constituted the University & College Tribunal at University of Pune and the said Tribunal has jurisdiction to adjudicate the disputes between employees and Management of Colleges and Solapur University with regard to dismissal, removal, otherwise termination or reduction in rank.

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