

**Information Manual**  
*prepared under*  
**The Right to Information Act 2005**  
*(No. 22 of 2005)*



**D. Y. Patil University, Kolhapur**  
(Declared as Deemed-to-be-University under Section 3 of the UGC Act, 1956)  
**D. Y. Patil Vidyanagar, Kasaba Bavada, Kolhapur - 416006**

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# **I INTRODUCTION**

## **Background**

- The Loksabha on 11<sup>th</sup> May 2005, and the Rajyasabha on 12<sup>th</sup> May 2005, passed the Right to Information Bill, 2005. It received the assent of the President on 15<sup>th</sup> June 2005.
- The basic purpose of the Act is to secure for the citizens, access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority.
- The D. Y. Patil University, Kolhapur is a 'Public Authority' under Section 2 (h) (d) of the Right to Information Act, 2005.
- As a Public Authority, the D. Y. Patil University, Kolhapur, through this Information Manual, attempts to furnish information to fulfill all its obligations under the Act.
- This Information Manual has been prepared in compliance to the Right to Information Act, 2005 (No.22 of 2005).

## **Objective of this Information Manual**

- The main objective of this Information Manual is to facilitate the public to have access to information in different forms, which is available under the control of the D. Y. Patil University, Kolhapur.

## **Users of this Information Manual**

- Members of the public, stakeholders and staff of the public authority are the intended users of this Manual.

## (II) PARTICULARS OF THE ORGANISATION, FUNCTIONS AND DUTIES

<i>Name of the Organisation</i>	<b>D. Y. Patil University, Kolhapur</b>	
<i>Address</i>	D. Y. Patil Vidyanagar, Kasaba Bavada, Kolhapur - 416006 (Maharashtra).	
<i>Telephone Nos.</i>	(0231) 2601235 / 2601236	
<i>Fax No.</i>	(0231) 2601595	
<i>E-mail</i>	info@dypatilkolhapur.org	
<i>Website</i>	www.dypatilkolhapur.org, www.dypatilunikop.org	
<i>Officers</i>	Chancellor .....	Sanjay D. Patil
	Vice-Chancellor .....	Prof. Dr. S. H. Pawar
	Registrar .....	Shri. V. V. Bhosale
<i>Establishment</i>	(ii) Established Notification no. F.9.26/2004-U.3 dt. 1 <sup>st</sup> Sept 2005 issued by the Ministry of Human Resource Development (Department of Secondary & Higher Education) Government of India.	
<i>Constituent Colleges/Institutes</i>	(i) D. Y. Patil Medical College, Hospital & Research Institute, Kolhapur.	

### **Mission Statement**

*With absolute faith that higher education and research alone can cope with growing complexity of the modern world, providing training to the young generations so that they can bring relief to suffering human beings, and conducting research to improve the quality of treatment using newer means, methods and technology comparable with the best institutions in the world..*

*Believing further that in the fast changing world of technology, education in Health Sciences. Science and Technology, Management, Biotechnology and Bioinformatics, Agriculture and Architecture needs priority, providing and promoting quality education in these areas, and to endeavor to surpass the best institutions in the world.*

### **Vision Statement**

*To contribute ceaselessly to the growth of knowledge. To be a partner in regional, national and international development and serve the cause of humanity for its progress, prosperity, peace, health and tranquility.*

*To continually upgrade, exemplary standards in the education and Teaching, comparable with the best institutions in the world.*

*As innovator and promoter in the health education, be the pioneer in Training, Research and Extension.*

## **Objects of the Institute**

The objects of the Institute shall be to disseminate, create and preserve knowledge and understanding by teaching, research, extension and service through charitable institutions, and by effective demonstration and influence of corporate life on society and in particular the objects shall be-

i) To provide for instruction and training in such branches of learning as it may deem fit;

ii) To provide for research and for the advancement of and dissemination of knowledge;

Hi) To undertake extra mural studies, extension programmes and field outreach activities to contribute to the development of society;

iv) To do all such other acts and things as may be necessary or desirable to further the objects of the Institute.

v) To establish and maintain and to assign and encourage or promote in the State of Maharashtra in particular and elsewhere in India in general, as and when deemed proper or expedient for the purposes of medical relief in the form of Hospitals or the advancement of medical education and health and prevention and relief of sickness by medical research, teaching, extension and by organising, and developing medical and health services in connection therewith to all or any of the following institutions, namely;

a) Nursing Hospitals, Homes or Wards

b) Nursing Institutions and Convalescent Homes

c) Schools, Colleges and Institutions for purposes of imparting education in

Health Sciences.

d) Institutions for promoting medical research, extension and collaboration work.

e) Ambulance Corps with or without classes for imparting education and training in Ambulance work.

f) Creches and Children's Hospitals.

g) Establishment of primary and rural Health Centres.

vi) To procure the services of Doctors, Surgeons or Medical Practitioners including Vaidyas, Hakims, Nurses, Assistants, Day Workers, Attendants and Servants either with or without remuneration, or in any honorary capacity. Services of either the settler or any interested party may also be procured if found proper and in the interest of the Institute on such basis as would be deemed proper by the Board of Management.

vii) To maintain and manage hospitals, schools by providing, establishing, endowing, furnishing them with all the necessary furniture, instruments and other equipments, particularly in the State of Maharashtra and elsewhere in India in general, for the treatment of patients suffering from various diseases or accidents and in which they may remain debilitated for such periods and on such terms and conditions as the Board of Management may prescribe or in which they may be advised or treated as out patients, to provide accommodation for the treatment of and care for medical and surgical and maternity attendance, nursing, food, medicine and all things and appliances of medical, surgical, dietetic and sanitary character. Provided that, members of any community may be admitted to all such benefits.

Such hospitals shall maintain Medical and Surgical Departments to which may be added as and when deemed fit by the Board of Management such other Department or Departments, Branch or Branches as the occasion or circumstances may demand.

viii) To hold workshops/seminars/conferences with a view to bringing experts in the fields of academics, industry and other sectors together for the benefit of the society.

ix) To give or sponsor, at the sole discretion of the Institute, loan scholarships, freeships to the needy students.

x) To establish and start IT Centres and to provide various continuing education courses and consultancy services to the Business Houses, Industries and Government and non-Government organizations.

xi) To start executive and management development programmes at different levels of Management in various functional areas.

xii) To establish and run the educational institutions at the primary, secondary and tertiary levels in the field of liberal education, Education, Science and Technology, Sports, Culture etc.

xiii) To start an Agricultural School/College to train the rural community and create facilities for self employment.

xiv) To start financial consultancy services to advise the various industries, business houses, Government and non-Government organizations.

xv) To operate Primary or Rural Health Centres in the Rural areas for the benefit of the unreached people, either free of cost or on cost-to-cost basis.

xvi) To grant medical relief to the people affected due to natural or manmade disasters.

xvii) To start short-term courses for the professionals, technicians and such other persons to improve their professional competence.

xviii) To open centres at various places in the state of Maharashtra in particular and elsewhere in India in general for the equitable distribution of the educational, sanitary, drinking water and such other facilities as the Board of Management deem fit.

xix) To arrange for training and national integration, social awareness campus etc. for inculcating civic sense and value education among the common public in general and the younger generation in particular.

xx) To establish Homes for the Aged so as to treat the aged and infirm men and women who need to be fed, clothed and cared for.

xxi) To open centres for the upliftment of the socially disadvantaged people in general and the unreached population in particular.

xxii) To establish orphanages to take care of the unfortunate children such as destitute and orphan children.

xxiii) To build and maintain houses or other buildings and alter, improve or modify the same including any existing buildings and provide and equip the same with light, water, drainage, furniture, fittings, instruments, appliances and all other necessaries for the use to which such buildings are to be put.

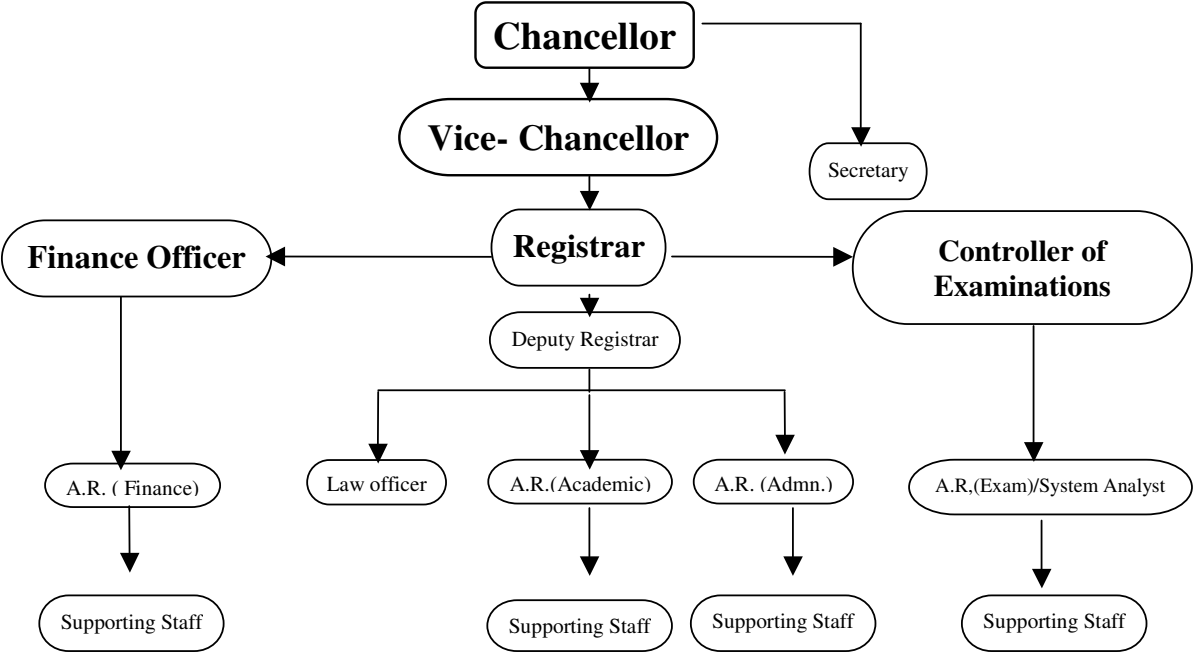
xxiv) To acquire immovable property by purchase, lease, hire, exchange or otherwise and to pull down, erect, alter and maintain buildings.

xxv) To receive any gift of movable property (including money) or immovable property either with or without conditions as may be thought fit by the Board of Management.

xxvi) To procure, make use of, provide and equip all such appliances, provisions and things as may be necessary or advisable for the proper treatment of patients.

- xxvii) To take such steps by personal or written appeals and exhibitions as may, from time to time, be deemed expedient for the purpose of procuring contributions to the funds of the Institute in the form of donations, annual subscriptions or otherwise.
- xxviii) To establish funds (contributory provident, gratuity or any other funds) for the benefit of the employees and workers of the Institute as per the Govt of India rules, from time to time.
- xxix) To print, publish and exhibit or subsidise the publication of any books, pamphlets or posters that may be considered desirable for the promotion of the objects of the Institute .
- xxx) To expend the funds of the Institute in sending deserving patients to and maintaining them in convalescent and other similar institutions including private and public charitable hospitals, in such manner and to such extent as may, from time to time, be deemed expedient, in paying the expenses or part of the expenses for such patients and in sending such patients to their homes or elsewhere.
- xxxi) To promote the Indian System of Medicine so as to maintain the health of the healthy individual and to cure the disease of diseased individual.
- xxxii) To expend the funds of in Institute sending employees or students of the institutions run by the Institute or Doctors, Nurses and similar personnel working in the Hospital run by the Institute , anywhere in India or abroad, in such manner and to such extent as may, from time to time, be deemed expedient.
- xxxiii) To accept subscriptions and donations(whether of movable or immovable property) and devices and requests for all or any of the objects and purposes aforesaid and to sell, exchange and otherwise dispose or to lease and except surrender or lease of, and manage and develop all immovable property so received and not required to be occupied or capable of being occupied for the purpose of the Institute , and generally to manage, invest and expend all money and property of the Institute .
- xxxiv) To purchase and sell movable and immovable properties including shares and securities and such other investments so as to keep the funds of the Institute invested and/or employed in a Government or in the nationalized Banks with the objects of earning interest, dividend or prof it by appreciation of prices, and to do any other charitable activities for the benefit of the Institute .
- xxxv) To take over or amalgamate other charitable trusts with similar objects and to take over all the property, assets and funds of such societies or trusts held by or vested in such societies or trusts and the benefits of all contracts and agreements entered into by such societies or trusts and the liability of all debts, contracts and agreements properly incurred or entered into by such trusts in connection with such institutions and for such purposes, to execute and carry out into effect all such deeds and instruments as may be necessary or advisable.
- xxxvi) To do all such other lawful things as are incidental and conducive to the attainment of the above said purposes.
- xxxvii) The Institute shall be administered for the benefit of the public without any distinction of caste, colour, sex or creed.
- xxxviii) To open centres for unattached or uncared women in need of sustenance and rehabilitation with special reference to securing for them emotional and medical support.
- xxxix) To establish and run Dental College and Hospital advancement of Dental Education, Research, Teaching, Extension and Health.

**D. Y. Patil University, Kolhapur**  
**Organisational Structure**



### **(III) APPOINTMENT, POWERS AND DUTIES OF THE OFFICERS**

#### **• Officers of the University**

The following are the officers of the University,

- (i) Chancellor
- (ii) Vice Chancellor
- (iii) Deans of Faculties
- (iv) Registrar
- (v) Controller of Examinations
- (vi) Finance Officer
- (vii) Principals
- (viii) Such other officials of the University as may be prescribed by the Bye-laws  
(Deputy Registrar, Assistant Registrar, Law Officer, etc.)

#### **(a) President - Chancellor**

The Institute shall have a President who by virtue of his office be the Head of the Institute and shall when present preside over the convocations of the Institute. He shall be appointed by the sponsoring Society/Govt. and shall hold office for a period of 5 years.

Where power is conferred upon the President to nominate persons to authorities, the President shall to the extent necessary nominate persons to represent the various interests for the furtherance of the objectives of the institute.

#### **(b) Vice-Chancellor**

The Vice-Chancellor shall be a whole time salaried officer of the Institute and shall be appointed by the President from a panel of the three names suggested by a Search Committee. The composition of the above Committee would be :-

- I) A nominee of the President of the Institute.
- II) A nominee of the State Government/Central Government.
- III) A nominee of the Chairman UGC.

Provided further that if the President does not approve of any of these persons so recommended he shall call for a fresh panel.

The Vice-Chancellor shall hold office for a term of 5 years. He shall not be eligible for reappointment.

Provided that notwithstanding the expiry of the said period of 5 years he can continue in office till his success or is appointed and assumes office, but not beyond six month.

Provided further that a person appointed as Vice-chancellor shall retire from office during the tenure of his office of extension thereof if any he completes the age of 65 years.

If the office of the Vice-Chancellor becomes vacant due to death, resignation or otherwise and in his absence due to illness or any other cause the Dean or if there is no Dean the senior most Professor shall perform the duties of Vice-Chancellor until a new Vice-Chancellor is appointed or as the case may be the existing Vice-Chancellor resumes duties.

i) The Vice-Chancellor, shall be the Principal and executive officer of the Institute and shall exercise general supervision or control over the affairs of the Institute and implement the decisions of all the authorities of the Institute.

ii) The Vice-Chancellor may, if he is of the opinion that immediate action is called for on any matter exercise any power conferred upon any authority of the Institute under the Memorandum of Association and the Rules and Regulations/Bye-laws, take such action or proceed to take such action and shall report to the concerned authority on the action taken by him on such matters.

Provided that if the authority concerned as mentioned in clause (i) above is of the opinion that such action ought not to have been taken, it may refer the matter to the President whose decision thereon shall be final.

Provided further that any person in the service of the Institute is aggrieved by action taken by the Vice-Chancellor under the said clause he shall have the right to appeal against such action to the Board of Management within 30 days from the date on which such action is communicated to him and thereupon the Board of Management may confirm, modify or reverse the action taken by the Vice-Chancellor.

iii) The Vice-Chancellor, unless otherwise provided shall be the Ex-officio Chairman of the Board of Management, the Academic Council and the Finance Committee.

iv) It shall be the duty of the Vice-Chancellor to ensure that the Memorandum of Association, the Rules, Bye-laws and Regulations of the Institute are duly observed and implemented and he shall have all the necessary powers in this regard.

v) The Vice-Chancellor shall exercise general control over the affairs of the Institute and shall be mainly responsible for implementation of the decisions of the various authorities of the Institute.

vi) All powers relating to the proper maintenance and discipline of the Institute shall be vested in the Vice-Chancellor.

vii) The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Rules and Bye-laws and Regulations.

viii) The Vice-Chancellor shall exercise all other powers as may be delegated to him by the Board of Management.

ix) The Vice-Chancellor shall have the power to re-delegate some of his powers to any of his subordinate officers with the concurrence and approval of the Board of Management.

x) The Vice-Chancellor shall have the power to convene or cause to be convened meetings of the various bodies of the Institute.

**(c) Head of the Department**

i) There shall be a Head of the Department for each of the Departments in the Institute who shall be appointed by the Vice-Chancellor from amongst the Professor of the Department.

Provided that if there is no Professor in the Department the Vice-Chancellor may appoint a Reader as Head of the Department.

ii) The term of appointment of the Head of the Department shall normally be 3 years and he shall be eligible for reappointment for one more term.

iii) The powers and function of the Head of the Department shall be prescribed by the Bye-laws of the Institute.

**(d) Registrar**

(a) The Registrar shall be a whole-time salaried officer of the Institute and shall be appointed by the Board of Management on the recommendations of the Selection Committee consisting of the following :-

i) Vice-Chancellor, Chairman.

ii) One nominee of the President of the Institute.

iii) One nominee of the Board of Management.

iv) One expert appointed by the Board of Management who is not an employee of the Institute.

(b) The emoluments and other terms and conditions of service of the Registrar shall be as may be prescribed by the Bye-laws.

(c) When the office of the Registrar is vacant or when the Registrar is absent by reason of illness or any other reason the duties and functions of the Registrar shall be performed by such other person as the Vice-Chancellor may appoint for the purpose.

(d) The Registrar shall be ex-officio Secretary of the Board of Management, the Academic council, Planning and Monitoring Board but shall not be deemed to be a member of any of these authorities.

(e) The Registrar shall be directly responsible to the Vice-Chancellor of the Institute.

(f) The following shall be the duties of the Registrar.

i) To be Custodian of the records the funds of the Institute and such other property of the Institute as the Board of Management may commit to his charge.

ii) To conduct the official correspondence on behalf of the authorities of the Institute.

iii) To issue notices convening meetings of the authorities of the Institute and all committees and Sub-Committees appointed by any of these authorities.

iv) To keep the minutes of the meetings of all the authorities of the Institute and of all the Committees and sub-committees appointed by any of these authorities.

v) To make arrangements for and supervise the examinations conducted by the Institute.

vi) To represent the Institute in suits or proceeding by or against the Institute, sign powers of attorney and perform pleadings or depute his representatives for this purpose.

vii) To enter into agreement, sign documents and authenticate records on behalf of the Institute.

viii) To hold in special custody books and documents of the Institute.

ix) To safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicle, laboratories, libraries, reading rooms, equipments and other properties of the Institute.

x) To perform such other duties as may be specified in the Rules and Bye-laws or as may be specified by the Board of management or the Vice-Chancellor from time to time.

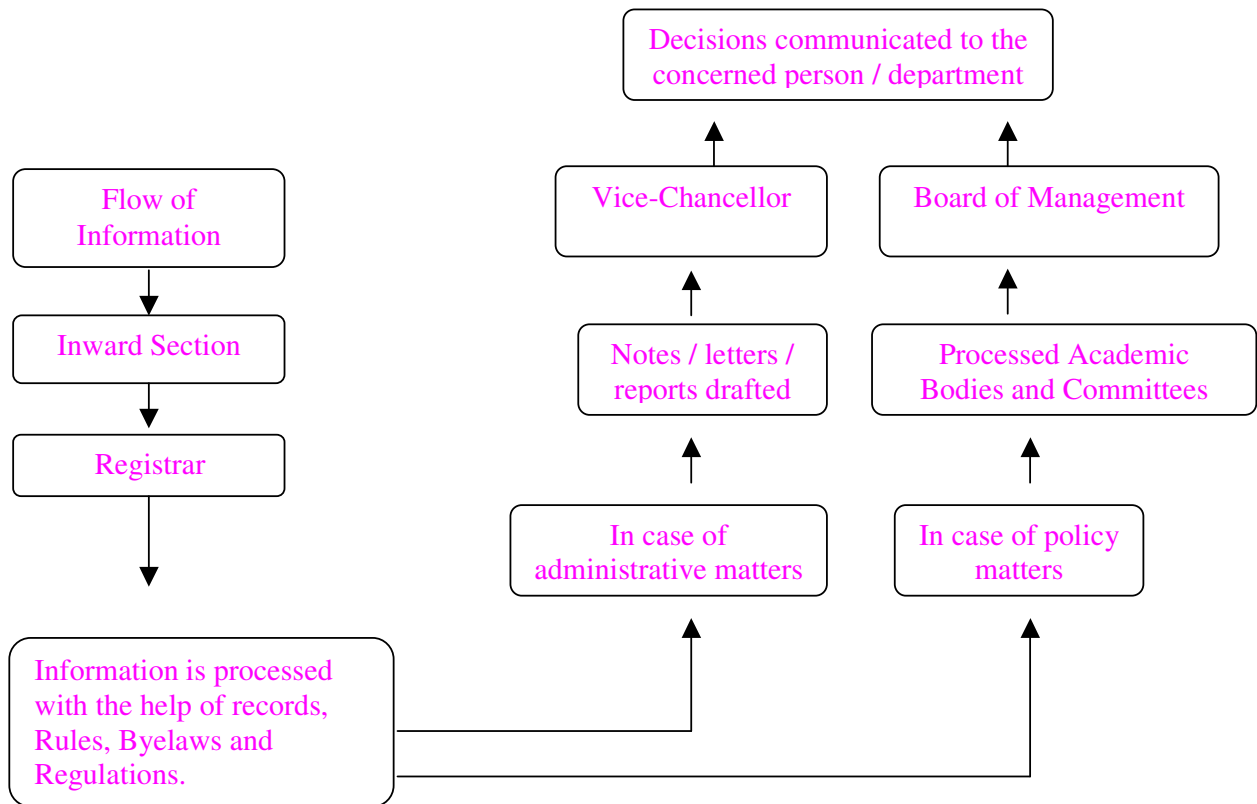
**e) Finance Officer**

The Finance Officer shall be whole- time salaried officer of the Institute and shall be appointed by the Board of Management preferably on deputation from a panel of names submitted by the State Govt./Central Government. The emoluments and other terms and conditions of service of the Finance Officer shall be as may be prescribed by the Bye-laws.

The Finance Officer shall work under the supervision of the Vice-Chancellor and is accountable to the Board of Management through the Vice-Chancellor. He would be the Ex-officer non-member Secretary of the Finance Committee. He would be an advisor to the Vice-Chancellor for financial matters.

Subject to the control of the Board of Management to manage properly and investment of the Institute he shall be responsible for the preparation of annual estimates and statements of account for submission of the Finance Committee and the Board of Management.

**(IV) PROCEDURE FOLLOWED IN DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.**



### **Procedure Followed in Decision Making Process, Including Channels of Supervision and Accountability.**

- a. Policy decisions in regards to academic, administrative and financial matters are taken by the Board of Management on the recommendation of the various authorities (bodies) like Boards of Studies, Faculties, Academic Council (for academic matters), Planning & Monitoring Board (for development and monitoring matters) and Finance Committee (financial matters).
- b. Decisions in day-to-day working are made through office notes, initiated by an officer and put up to the Vice-Chancellor through the Finance Officer, (financial matters), the Controller of Examinations (matters related to examinations) and the Registrar (all other administrative matters). Final approval of the Vice-Chancellor is obtained on important matters.

### **(V) NORMS SET FOR DISCHARGE OF FUNCTIONS.**

- a. Efficient and quick execution and disposal of all matters
- b. Transparency,
- c. Impartiality and
- d. Objectivity
- e. Accountability

### **(VI) RULES, REGULATIONS, INSTRUCTIONS, MANUALS, RECORDS, HELD OR UNDER ITS CONTROL OR USED BY EMPLOYEES FOR DISCHARGING FUNCTIONS.**

- a. Guidelines issued by the University Grants Commission and the concerned Central Statutory Councils.
- b. Rules of the University and various Byelaws, made thereunder.
- c. Policy decisions taken by the Board of Management on the recommendations of various authorities (bodies) of the University.

### **(VII) CATEGORIES OF DOCUMENTS HELD.**

#### **(A) General**

- (a) Memorandum of Association
- (b) ye-laws
- (c) Files of correspondence,
- (e) Journals and Publications,

#### **(B) Restricted**

- (a) Minutes & proceedings of the meetings of the various authorities / committees
- (b) Books of Accounts

**(C) Confidential**

- (a) Question papers
- (b) Answer sheets of the students
- (c) Examination Results before declaration.

**(VIII) PARTICULARS OF ARRANGEMENTS FOR CONSULTATION WITH REPRESENTATION BY MEMBERS OF PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THEREOF.**

There are no formal arrangements for involving members of the public in formulation of policies. The university, however, receives feedback through various sources, including the members of various authorities and committees, alumni association and student bodies and acts accordingly.

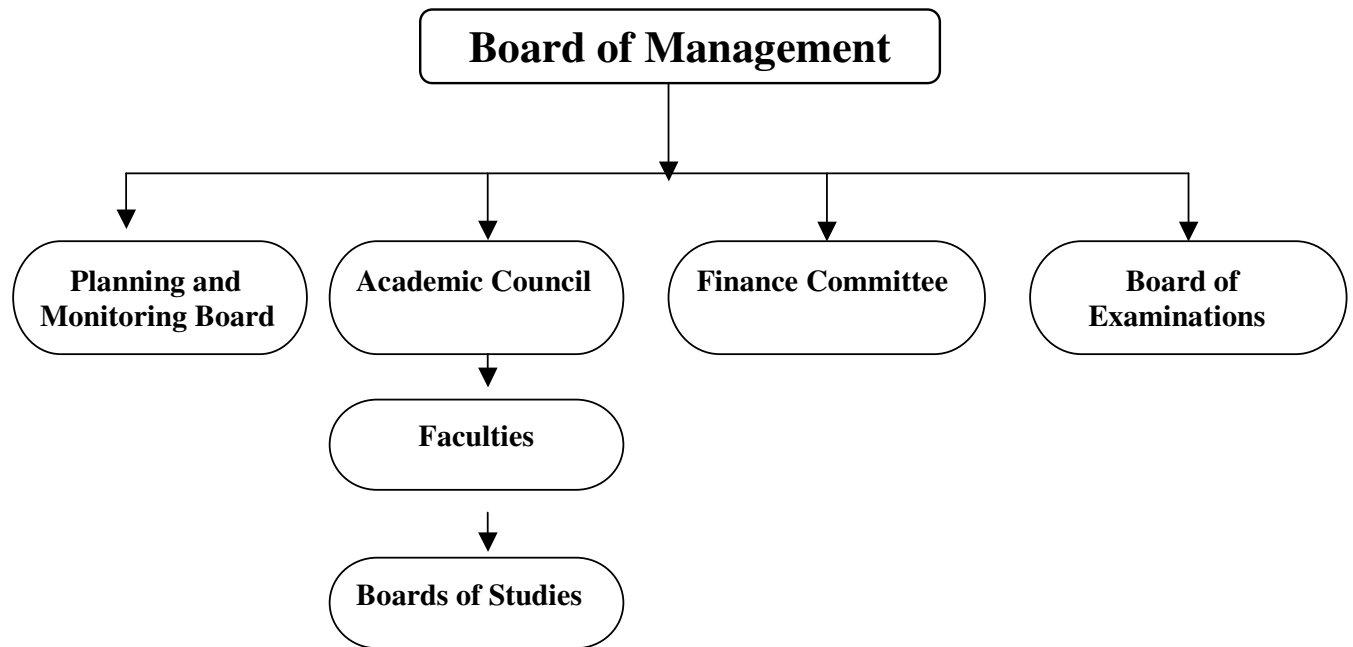
**(IX) STATEMENT OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES, CONSISTING OF TWO OR MORE PERSONS, CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE AND WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE ACCESSIBLE FOR THE PUBLIC.**

The following are the authorities of the University:

- (i) Board of Management
- (ii) Planning and Monitoring Board
- (iii) Academic Council
- (iv) Finance Committee
- (v) Advisory Committee
- (vi) Faculties
- (vii) Board of Studies.
- (viii) Board of Examinations
- (ix) Such other authorities of the University as may be constituted under the Bye-laws of the University.

**(Meetings of these authorities are not accessible to members of the public).**

## GOVERNANCE STRUCTURE OF THE UNIVERSITY



*Note :* The Vice-Chancellor is the Chairman of the Board of Management, Planning and Monitoring Board, Academic Council, Finance Committee and the Board of Examinations.

## Powers and Functions

### THE BOARD OF MANAGEMENT

The Board of Management shall be the principal organ of management in the Institute. It shall be a compact and homogenous body enabling it promptly to take and implement well considered decisions and to effectively handle crisis situations.

#### (a) Powers

The Board of Management shall be the principal executive body of the Institute and shall, in addition to all powers vested in it have the following powers namely.

i) To manage and administer the revenues and properties of the Institute and to conduct all administrative affairs of the Institute not otherwise specifically provided for.

- ii) To create teaching and academic posts, to determine number, qualifications and cadres thereof as approved by the University Grants Commission and the emoluments of such posts in consultation with the Finance Committee.
- iii) To appoint such Professors, Associate Professors, (Readers, Asstt. Professors (Lecturers) and other academic staff as may be necessary on the recommendation of the Selection Committee.
- iv) To lay down the duties and conditions of service of the Professors, Associate Professors, Asst. Professors and other academic staff maintained by the Institute in consultation with the academic council.
- v) To provide for appointment of visiting fellows and visiting Professors.
- vi) To create administrative, ministerial and other necessary posts in terms of the cadres laid down or otherwise and to make appointment thereof in consultation with the Finance Committee,
- vii) To grant leave of absence to the Vice Chancellor or any other officer of the institute and to make necessary arrangements for carrying on the functions of the Officers proceeding on leave during their absences.
- viii) To regulate and enforce discipline among the employee of the Institute and to take appropriate disciplinary action wherever necessary.
- ix) To manage and regulate the finance, accounts investments, property and all other administrative affairs of the institute and for that purpose to appoint such agent or agents as it may deem fit.
- x) To entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of the Institute.
- xi) To select and emblem and to have a common seal for the Institute and to provide for the custody and use of such seal.
- xii) To institute, Fellowships including Travelling Fellowships, scholarships, studentships, Medals and Prizes in accordance with the bye laws to be framed for the purpose.
- xiii) To amend and receive payment of fees and other charges.
- xiv) To appoint such committees for such purpose and with such powers as the Board of Management may think fit and to co-opt such persons on these committees as it thinks fit.
- xv) To appoint Auditors for the ensuing years.
- xvi) To open account or accounts of the Institute with any one or more scheduled banks and to lay down the procedure for operating the same.
- xvii) To manage the Finances, accounts, investments, movable properties, business and all other administrative affairs of the Institute.
- xviii) To issue appeals for funds for carrying out the objectives of the Institute and consistent with the provisions of the objectives clause of the Institute, to receive grants, donations, contributions, gifts, prizes, scholarships, fees and other moneys, to give grants and donations to award prizes, scholarships etc.
- xix) To purchase, take on lease or accept as gift or other wise any land or buildings or works which may be necessary or convenient for the purpose of the Institute and on such terms and conditions as it may deem fit and proper and to construct or alter and maintain any such buildings or work.
- xx) To draw and accept and make and endorse discount and negotiate Govt. of India's and other promissory notes, bills and exchange, cheques or other negotiable instruments.

- xxi) To transfer or accept transfers of any movable property on behalf of the Institute.
- xxii) To advise on matters regarding acquisition, management and disposal of any immovable property on behalf of the Institute.
- xxiii) To provide building or buildings, premises, furniture, fittings, equipment, appliances and other facilities required for carrying on the work of the Institute.
- xxiv) To execute in consultation conveyance, transfer Govt. Securities, re-conveyances, mortgages, leases, bonds, licenses and agreements in respect of property, movable or immovable belonging to the Institute or to be acquired for the purposes of the Institute.
- xxv) To appoint in order to execute and instrument or transact any business of the Institute, any person as attorney of the Institute with such powers as it may deem fit.
- xxvi) To raise and borrow money on bonds, mortgages, promissory notes or other obligations or Securities founded or based on any other properties and assets of the Institute without any securities and upon such terms and conditions as it may deem fit and to pay out of the funds of the Institute, all expenses, incidental to the raising of money and to repay and redeem any money borrow.
- xxvii) To invest the funds of the Institute or the money entrusted to the Institute in or upon such securities and in such manner as it may deem fit and from time to time transpose any investment.
- xxviii) To maintain a fund to which shall be credited
  - a) All money provided by the Central or State Govt. University Grants Commission.
  - b) All fees and other charges received by Institute.
  - c) All moneys received by the Institute as grants, gifts, donations, benefactions, bequest or transfers and
  - d) All money received by the Institute in any other manner or from any other source.
- xxix) To deposit all moneys credited to the fund in scheduled banks or to invest them in consultation with the Finance Committee.
- xxx) To maintain proper accounts and other relevant records and prepare annual statement of accounts including the balance sheet for every previous financial year in such form as may be prescribed by the regulations / bye laws.
- xxxi) To Constitute for the benefit of the teaching, academic, technical, administrative and other staff in such manner and subject to such conditions as may be prescribed by the Bye- laws, such pension, insurance, provident fund and gratuity as it may deem fit for the benefit of the employees of the Institute and to aid in the establishment and support of the Association, Institutions, funds, Trusts and conveyances calculated to benefit the staff and students of the Institute.
- xxxii) To delegate, all or any of its power to any committee or sub-committee constituted by it or the Vice- Chancellor of the Institute or any other person.
- xxxiii) To establish on the advice of the Academic Council Divisions and Departments for the academic work and functions of the Institute and to allocate areas of Study, Teaching and Research to them.

xxxiv) To conduct examinations or tests for admissions to the courses taught in the Institute, to conduct examinations for degrees, diplomas and to declare the results of such examinations and tests and confer, grant or award Degrees, Diplomas, Certificates and other academic titles and distinctions.

xxxv) To establish, maintain and manage Hostels for the students of the Institute.

xxxvi) To fix the emoluments and traveling and other allowances of examiners, moderators, tabulators and such other personnel appointed for examinations in consultations with the Academic Council and the Finance Committee

xxxvii) To recognise and maintain control and supervisions on hostels owned and managed by other agencies for the students of the Institute and to rescind such recognition.

xxxviii) The Board of Management shall be the principal executive body of the Institute and shall have the powers to take all necessary decisions for the smooth and efficient functioning of the Institute.

### **Composition of the Board of Management**

The Board of Management shall consists of -

1. Vice-Chancellor .....Chairman
2. Deans of Faculties (if any) not exceeding three by rotation and on seniority
3. Three nominees of the President of the Institute
4. One nominee of the Chairman, UGC
5. One nominee of the Govt. of India
6. One nominee of the Funding Agency/ Agencies
7. Three Teachers ( Professor, Reader, Lecturer) (by rotation) according to seniority
8. One nominee of the sponsoring Society
9. The Registrar shall be the non - member Secretary

Note :- (The Chairman of the Board of the Management shall ordinarily be the Vice-Chancellor of the Institute. However, while suggesting the composition of the Board of Management, alternate proposals for appointment of a Chairman of the Board could be made).

## Members of the Board of Management

Hon'ble Shri. Sanjay D. Patil	Chancellor
Hon'ble Prof. S. H. Pawar, Vice-Chancellor	Chairman
Dr. A. N. Kore, Dean Medical Faculty	Member
Shri. Satej D. Patil, MLA	Member
Prof. Vedprakash Mishra Vice-Chancellor, Datta Meghe University, Nagpur	Member
Prof. K. B. Powar Ex-Vice-Chancellor, Shivaji University & Former Secretary-General, AIU	Member
Prof. Rama Rao Athota Vice-Chancellor, Shri Krishnadevaraya University, Anantpur nominee of the Chairman, UGC	Member
Shri. N. K. Sinha Nominee of the Government of India	Member
Sou. Vaijayanti S. Patil	Member
Dr. V. R. Wagh Prof. & Head, Department of Medicine	Member
Dr. Mrs. V. R. Nikam Prof. Department of Anatomy	Member
Dr. Balasaheb C. Patil Lecturer, Department of Medicine	Member
Adv. Ravi Y. Shiralkar Advocate	Member
Dr. R. N. Kadam, Dean	Invitee
Shri. S. P. Kole, Finance Officer	Invitee
Shri. V. V. Bhosale, Registrar	Secretary

- **Planning & Monitoring Board**

The Planning & Monitoring Board shall be the principal Planning Body of the Institute and shall be responsible for the monitoring of the development programmes of the Institute.

The Vice-Chancellor of the Institute shall be the Chairman of the Planning & Monitoring Board. It may include six or seven internal members and a few outside experts, including one nominee of the UGC.

The constitution, powers and functions of the Planning & Monitoring Board shall be prescribed by the Bye-laws.

The Planning & Monitoring Board would have the right to advise the Board of Management and the Academic Council on any matter which it considers necessary for the fulfillment of the objectives of the Institute.

The recommendations of the Planning & Monitoring Board shall be placed before the board of Management for consideration and approval. Proposals relating to academic matters may be processed through the Academic Council.

**Members of the Planning & Monitoring Board**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
1	Vice-Chancellor – Prof. Dr. S. H. Pawar	Chairman
2	Deans by rotation nominated by the Vice-Chancellor Dr. R. G. Ranade, Dean	Member
3	Four Internal Members 1. Dr. R. N. Kadam, Dean 2. Dr. R. M. Kulkarni, Prof. & HOD, Surgery 3. Dr. M. M. Sabnis, Prof & HOD, Ophthalmology 4. Dr. Smt. R. S. Bhatkar, Prof & HOD, Physiology	Member Member Member Member
4	Two External Members 1. Dr. J. V. Yakhmi, Associate Director, BARC 2. Dr. M. G. Takawale, Vice-Chancellor, Pravara	Member Member
5	UGC Nominee Dr. Jagdish Prasad Department of Cardiology, Safadarjung Hospital, Delhi	Member

- **Academic Council**

The Academic Council shall be the principal academic body of the Institute and shall, in addition to all other powers and duties vested in it, have the following powers and duties viz.

- (a) to exercise general supervisions over the academic work of the Institute and to give directions regarding methods of instructions, evaluation, or research or improvements in academic standards;
- (b) to promote research within the Institute acquire reports on such researches from time to time;
- (c) To consider the matters of academic interest either on its own initiative or at the instance of the Board of Management and to take proper action thereon;
- (d) To make arrangements for the conduct of examination in conformity with the Bye-laws;
- (e) To maintain proper standards of the examinations;
- (f) To recognize Diplomas and Degrees of the Universities and other Institutions and to determine equivalence with the diplomas and degrees of the Institute;
- (g) To prescribe courses of study leading to degrees and diplomas of the Institute;
- (h) To appoint examiners, moderators, tabulators and such other personnel for different examinations.
- (i) To suggest measures for departmental co-ordination.
- (j) To make recommendations to the Board of Management on
  - (i) Measures for improvement of standards of teaching, training and research.
  - (ij) Institution of Fellowships, Traveling Fellowships, Scholarships, Medals, Prizes etc.
  - (iii) Establishment or abolition of departments/ centers and
  - (iv) Bye-laws covering the academic functioning of the Institute, discipline, residence, admissions, examinations, award of fellowships and studentships, free ships, concessions, attendance etc.
- (k) To appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Management.
- (l) To consider the recommendations of the sub-committees and to take such action (including making of recommendations to the Board of Management) as the circumstances on each case may require.
- (m) To take periodical review of the activities of the Departments/Centers and to take appropriate action (including making of recommendations to the Board of Management) with a view to maintaining and improving the standards of instructions.
- (n) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the rules and bye-laws.
- (o) To recommend institution of Teaching posts, Professors, Readers and Lectures to the Board of Management.

## Members of the Academic Council

Sr. No.	Name
1	Dr. S. H. Pawar, Vice-Chancellor
2	Dr. R.G. Ranade, Dean, Faculty of Medicine
3	Dr. R. N. Kadam, Dean
4	Mrs. M. I. Momin, Principal
5	Dr. Mrs. A.D. Patil, HOD Anatomy
6	Dr. M.M. Sabnis, HOD Ophthalmology
7	Dr. Mrs. R. S. Mane, HOD ENT
8	Dr. V. S. Patil, HOD PSM
9	Dr. V. R. Wagh, HOD Medicine
10	Dr. R.M. Kulkarni, HOD Surgery
11	Dr. S. V. Deshpande, HOD Orthopedics
12	Dr. B. M. Tiwale, HOD Biochemistry
13	Dr. Ms. R. S. Bhatkar, HOD Physiology
14	Dr. Mrs. V. J. Watave, Prof Physiology
15	Dr. A. D. Chougale, Surgery
16	Dr. R. J. Khayallappa, Medicine
17	Dr. S. V. Desai, Medicine
18	Dr. Shri. J. V. Narute, Microbiology
19	Dr. J.F. Patil, Prof Dept. of Commerce & Management
20	Dr. Dhananjay Gunde, Educationist
21	Dr. Satish Patki, Educationist
22	Rajesh Vilasrao Patil (Watharkar)
23	Arjun alias Ajitrao Patil-Benadikar
24	Dr. S. G. Nanaware
25	Shri V. V. Bhosale

- **Finance Committee**

- a) The Finance Committee shall meet atleast twice a year to examine the accounts and to scrutinize proposals for expenditure.
- (b) The annual accounts and financial estimates of the Institute shall be placed before the Finance Committee for consideration and thereafter submitted to the Board of Management together with the comments of the Finance Committee for approval.
- (c) The Finance Committee shall fix limits of the total recurring expenditure and the total nonrecurring expenditure of the year based on the income and resources of the Institute. No expenditure shall be incurred by the Institute in excess of the limits so fixed.
- (d) No expenditure other than that provided in the budget shall be incurred by the Institute without the approval of the Finance Committee.
- (e) To recommend to the Board of Management the creation of all types of posts.

### **Members of the Finance Committee**

<b>Sr. No.</b>	<b>Name</b>
1	Prof S. H. Pawar Chairman & Vice-Chancellor,
2	Dr. P. Prakash UGC Nominee
3	Dr. Ravi Bapat Vice-Chancellor
4	Mr. Satej D. Patil President's Nominee & Vice-President, Dr. D. Y. Patil Education Society
5	Mr. Rajesh Lohia Chartered Accountant
6	Finance Officer

- **Faculties**

- i) Faculty of Medicine**

- (i) to consider any academic matter referred to it by the Board of Management, Academic Council or Planning and Monitoring Board or on its own and report on the same to the respective authority;
- (ii) to consider and approve recommendations of the Boards of Studies in the faculty, and matters related to more than one Board of studies not affecting any other faculty, and recommend to the Academic Council action which it thinks fit;
- (iii) to consider and recommend to the Academic Council, the academic matters within its purview, which affect any other faculty or faculties or which involve administrative or financial implications;
- (iv) to consider and recommend to the Academic Council establishment of new courses, inter-disciplinary courses and training programmes, referred to it by the Board of Studies or Board of Inter-disciplinary Studies, if any, constituted by bye-laws or on its own ;
- (v) to make recommendations to the Planning and Monitoring Board in respect of the requirements regarding the conduct of post-graduate or under-graduate teaching, research and training in University departments and constituent colleges / institutions ;
- (vi) to ensure that guidelines and rules framed for the following matters by the Academic Council are implemented :-
- (vii) long-term curriculum development;
- (viii) faculty development;
- (ix) teaching or learning material development;
- (x) research in educational matters with particular reference to the constituent colleges / institutions ;
- (xi) to plan and organize inter-departmental and inter-faculty programmes in consultation with the respective Board of Studies, other faculties or the Planning and Monitoring Board;
- (xii) to recommend to the Academic Council organization of refresher and orientation courses for teachers of constituent colleges / institutions and University departments especially for the revised or newly introduced or inter-disciplinary courses of study;
- (xiii) to elect the Deans of the faculties;
- (xiv) to prepare and submit the annual report of the activities of the faculty to the Vice-Chancellor;
- (xv) to consider any other academic matter, which may be referred to it or which it may deem fit.

## Members of the Faculty of Medicine

Sr. No.	Name of the Member	Designation
1.	Dr. Mrs. A. D. Patil	Professor & Head, Department of Anatomy, D. Y. Patil Medical College, Kolhapur.
2.	Dr. Miss. R. S. Bhatkar	Professor & Head, Department of Physiology, D. Y. Patil Medical College, Kolhapur.
3.	Dr. B. M. Tiwale	Professor & Head, Department of Biochemistry, D. Y. Patil Medical College, Kolhapur.
4.	Dr. Mrs. M. A. Burande	Professor & Head, Department of Pharmacology, D. Y. Patil Medical College, Kolhapur.
5.	Dr. Mrs. S. S. More	Professor & Head, Department of Pathology, D. Y. Patil Medical College, Kolhapur.
6.	Dr. A. M. Purohit	Professor & Head, Department of Microbiology, D. Y. Patil Medical College, Kolhapur.
7.	Dr. R. J. Tayade	Professor & Head, Department of Forensic Medicine, D. Y. Patil Medical College, Kolhapur.
8.	Dr. V. S. Patil	Professor & Head, Department of Community Medicine, D. Y. Patil Medical College, Kolhapur.
9.	Dr. V. R. Wagh	Professor & Head, Department of General Medicine, D. Y. Patil Medical College, Kolhapur.
10.	Dr. M. R. Potdar	Professor & Head, Department of Tuberculosis & Raspy Diseases, D. Y. Patil Medical College, Kolhapur.
11.	Dr. R. R. Ranade	Professor & Head, Department of Dermatology & Venerology, D. Y. Patil Medical College, Kolhapur.
12.	Dr. G. R. Harshe	Professor & Head, Department of Psychiatry, D. Y. Patil Medical College, Kolhapur.
13.	Dr. A. N. Kore	Professor & Head, Department of Pediatrics, D. Y. Patil Medical College, Kolhapur.
14.	Dr. R. M. Kulkarni	Professor & Head, Department of General Surgery, D. Y. Patil Medical College, Kolhapur.
15.	Dr. R. E. Sarode	Professor & Head, Department of Orthopedics, D. Y. Patil Medical College, Kolhapur.

16.	Dr. M. M. Sabnis	Professor & Head, Department of Ophthalmology, D. Y. Patil Medical College, Kolhapur.
17.	Dr. I.G. Namajee	Professor & Head, Department of Anesthesiology, D. Y. Patil Medical College, Kolhapur.
18.	Dr. Mrs. R. S. Mane	Professor & Head, Department of ENT, D. Y. Patil Medical College, Kolhapur.
19.	Dr. A. B. Patil	Professor & Head, Department of Obs&Gyn., D. Y. Patil Medical College, Kolhapur.
20.	Dr. N. S. Vadhavani	Professor & Head, Department of Radiology, D. Y. Patil Medical College, Kolhapur.

### • Board of Examinations

1. to ensure proper organization of examinations of various courses and common entrance tests for admissions, including moderation, tabulation and declaration of results.
2. to appoint paper-setters, examiners and moderators from amongst the persons included in the panels prepared by the respective Boards of Studies and, where necessary, having regard to the recommendations made by the committee, referred to in sub-section (4.6), to remove them or debar them;
3. to undertake experiments in conduct of examination and bring about examination reforms based on results of the experiments;
4. In case of any emergency requiring immediate action to be taken, the Chairperson of the Board or any other officer or person authorized by the Chairperson in that behalf, shall take such action as considered fit and necessary, and at the next meeting of the Board, the action taken shall be reported by such person.
5. (a) In order to appoint paper-setters, examiners and moderators, the Board of Examinations may constitute committees for every group of subjects consisting of –

the Vice Chancellor / Pro-Vice Chancellor, Chairperson;  
the Dean of the concerned faculty;  
the Chairpersons of the concerned Board of Studies;  
two members of the Board of Studies nominated by it from amongst its members:

Provided that, where a referee is to be appointed for evaluation of thesis and dissertation and for conduct of *viva voce* examinations wherever prescribed for awarding post-graduate, doctorate and higher degrees, two persons nominated by the Academic Council shall also be members on the concerned committee: -

- (b) The Controller of Examinations shall be the *ex officio* Member-Secretary of such committees;
  - (c) The Committees shall prepare lists of persons for various examinations from amongst persons, included in the panels to be prepared by the Board of Studies and shall submit them to the Board of Examinations, which shall then appoint paper-setters, examiners, moderators or referees;
  - (d) No member of the Board of Examinations or the committees shall be appointed as paper-setter, examiner, moderator or referee;
  - (e) The committee shall obtain four sets of question papers in sealed covers in the respective subject. The Controller of Examinations shall get one of such sealed covers containing question papers randomly drawn by the Vice Chancellor. This sealed cover with seal intact shall then be sent to the press.
  - (f) Assessment of answer books for all degree examinations shall be done centrally through central assessment system. All the answer books of an examination shall be collected at a convenient central place. The answer books then will be given code numbers and will be masked. All the examiners will attend the central assessment centres and they will assess the answer books at the centre only. The answer books will then be damasked and the result sheets will be prepared by the moderators:
  - (g) Provided that, the University may, adopt the same system for post-graduate courses as well whenever it considers it expedient and practicable.
6. (a) In order to investigate and take disciplinary action for malpractices and lapses on the part of candidates, paper-setters, examiners, moderators, referees, teachers, supervisors, Centres-In-charge, Centre observers or any other persons connected with the conduct of examinations, the Board of Examinations shall constitute a committee of not more than five persons of whom one shall be the Chairperson. This committee shall be called "Examination related Lapses and Malpractices Enquiry Committee".
- (b) Such a committee shall submit its report and recommendations to the Board of Examinations, which shall take disciplinary action in the matter as per the provisions in the bye-law concerning conduct of examinations.
7. The Board shall prepare the financial estimate for incorporation in the budget of the University and shall submit the same to the Finance and Accounts Officer.
7. The Board shall arrange for strict vigilance during the conduct of the examinations so as to avoid use of unfair means by the students, teachers, invigilators, supervisors, etc.

## Members of the Board of Examinations

<b>1.</b>	The Vice-Chancellor		<b>-Chairman</b>	
<b>2.</b>	Mrs. M. I. Momin	-	The Principal of Colleges	<b>-Member</b>
<b>3.</b>	Dr. R. N. Kadam	-	The Deans of Faculties	<b>-Member</b>
<b>4.</b>	Dr. Mrs. A.D. Patil - Professor	}	Nominated by Vice-Chancellor	<b>-Member</b>
<b>5.</b>	Dr. Mrs. V.J. Watave - Asso. Prof.			<b>-Member</b>
<b>6.</b>	Dr. Ms. V.N. Thorat - Lecturer			<b>-Member</b>
<b>7.</b>	Mr. A. C. Pawar. Deputy Registrar, Examination, Shivaji University, Kolhapur	-	One evaluation expert nominated by the Vice-Chancellor	<b>-Member</b>
<b>8.</b>	The Controller of Examinations			<b>-Member- Secretary</b>

- **Boards of Studies**

- (i) **Board of Studies in Pre-Clinical Subjects**
- (ii) **Board of Studies in Para-Clinical Subjects**
- (iii) **Board of Studies in Medicine**
- (iv) **Board of Studies in Surgery**
- (v) **Board of Studies in Nursing**
- (vi) **Board of Studies in Physiotherapy Subjects (Allied Medical Sciences)**

1. To recommend, upon reference to it by the Board of Management, or Academic Council or the faculty concerned or otherwise, the courses of study in the subject or group of subjects within its purview;
2. to recommend books, including text-books, supplementary reading, reference books and other study material for such courses of study;
3. to recommend to the Academic Council for its approval the preparation and publication of selections or writing or work of authors and other matters as well as material consequent to curriculum development by the teachers of the University for its introduction in the syllabi of the courses of study under the purview of the Board in accordance with the Regulations made by the Academic Council in that respect;
4. to advise the faculty or faculties concerned regarding improvements in the courses of study;
5. to recommend to the Board of Examinations names of suitable person for inclusion in the panels for appointment of paper-setters, examiners and moderators at the University examinations in the subject by the Board of Examinations;

6. to recommend to the Board of Examinations, names of persons suitable for appointment of referees for evaluation of theses and dissertations and for conduct of *viva voce* examinations, wherever prescribed, for awarding post-graduate, doctorate and higher degrees;
7. to recommend organization of orientation and refresher courses in the subject;
8. to prepare requirements for teaching of the subject at various levels in respect of teachers and their qualifications, library, laboratory and hospital equipments and consumables, subject to the guidelines of Central Councils for the use of the Planning and Monitoring Board for formulating the norms and standards for further development of the University and its Centres (constituent colleges).

**(i) Members of the Board of Studies in Pre-Clinical subjects**

Sr.No	Name	Designation
1.	Dr. Mrs.A.D.Patil	Chairman
2.	Dr. Mrs V.J.Watave	Member
3.	Dr. V.R.Nikam	Member
4.	Dr. B.M.Tiwale	Member
5.	Dr. S.M.Tiwale	Member
6.	Dr. Mrs.Sunita Debasikdar	Member

**(ii) Members of the Board of Studies in Para-Clinical subjects**

Sr. No.	Name	Designation
1	Dr. Mrs. S. S. More, Prof & HOD, Pathology	Chairman
2	Dr. P. V. Purohit, Microbiology	Member
3	Dr. V. J. Tayade, FMT	Member
4	Dr. Mrs. Meeta Burande, Pharmacology	Member
5	Dr. Mrs. S. J. Ghosh, Microbiology	Member
6	Dr. Mrs. V. R. Pawar, Pathology	Member
7	Dr. Mrs. Seema Bankar, Microbiology	Member
8	Dr. A. C. Mohanti	Member
9	Dr. A. V. Bhore	Member

*(iii) Members of the Board of Studies in Medicine*

Sr. No	Name	Designation
1.	Dr. V. R. Wagh	Member
2.	Dr. G. R. Harshe	Member
3.	Dr. Mrs. S. S. Walawalkar	Member
4.	Dr. V. S. Patil	Member
5.	Dr. A. N. Kore	Member
6.	Dr. R.V. Rande	Member
7.	Dr. R. R. Khayalappa	Member
8.	Dr.Mrs. A. V. Wagh	Mrmber
9.	Dr.G.R.Daivya	Member
10.	Dr. Smt. Nivedita Kashalkar	Member
11.	Dr. Mohan Potdar	Member
12.	Dr. G.D.Heda	Member
13.	Dr. Prakesh Durgavle	Member
14.	Dr. Col. C.S. Nath	Member

*(iv) Members of the Board of Studies in Surgery*

Sr. No.	Name	Designation
1	Dr. M. M. Sabnis, Ophthalmology	Chairman
2	Dr. I. J. Namajee, Anesthesia	Member
3	Dr. R. M. Kulkarni, Surgery	Member
4	Dr. S. V. Deshpande, Orthopedics	Member
5	Dr. Mrs. K. R. Kulkarni, Anesthesia	Member
6	Dr. A. D. Chougale, Surgery	Member
7	Dr. J. K. Patil, Radiology	Member

8	Dr. Mrs. R. S. Mane, ENT	Member
9	Dr. Nitin D. Wadhvani, Radiology	Member
10	Dr. Jayant Watave, ENT	Member
11	Dr. Salim Lad, Orthopedics	Member

*(v) Members of the Board of Studies in Nursing*

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
1	Mrs. M. I. Momin	Chairman
2	Mrs. Anuradha Mhaske	Member
3	Col. Shobha Sood	Member
4	Mrs. Vijaya S. Patil	Member
5	Shri. Prasad Phutane	Member

*(vi) Members of the Board of Studies in Physiotherapy*

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
1	Dr. Rajendra P.R.	Chairman
2	Dr. Gayatri Gune	Member
3	Dr. Amruta Dhondiram Doijad	Member
4	Dr. Madan S. A.	Member
5	Dr. Prashant Kashyap	Member
6	Dr. Sunil K.M.	Member

**(X) DIRECTORY OF OFFICERS AND EMPLOYEES.**

<i>Sr. No.</i>	<i>Designation</i>	<i>Telephone Nos.</i>
<b>OFFICERS OF THE UNIVERSITY</b>		
01	<i>Chancellor</i> <b>Sanjay D. Patil</b>	0231-2601231
02	<i>Vice-Chancellor</i> <b>Prof. Dr. S.H. Pawar</b>	0231-2601202
03	<i>Registrar</i> <b>Mr. V.V. Bhosale</b>	0231-2601595
04	<i>Controller of Examinations</i> <b>Mr. V.V. Bhosale</b>	0231-2601595
05	<i>Finance Officer</i> <b>Mr. S.P. Kole</b>	0231-2601699
06	<i>Assistant Registrar</i> <b>(i) Mr. S. P. Jadhav</b> <b>(ii) Mr. K.S. Nirmal</b>	0231-2601239 0231-2655664
<b>EMPLOYEES OF THE UNIVERSITY</b>		
07	<i>Senior Assistants</i> <b>(i) Mr. J.P. Patil</b> <b>(ii) Mr. D.M. Nikade</b>	
08	<i>Stenographer</i> <b>Mr. R.B. Ghatage</b>	0231-2601239
09	<i>Assistants</i> <b>(i) Mr. Sachin Dhumal</b> <b>(ii) Mr. M.M. Kamble</b> <b>(iii) Mrs. S.P. Ambildhok</b> <b>(iv) Mr. Baba Mane</b> <b>(v) Mr. Yogesh Jadhav</b>	0231-2601235, 36
10	<i>Driver</i> <b>(i) Mr. Sagar Khapane</b>	0231-2601235, 36
11	<i>Peons</i> <b>(i) Mr. B.V. Kumbhar</b> <b>(ii) Mr. U.S. Chaven</b>	0231-2601235, 36

**(XI) MONTHLY REMUNERATION RECEIVED BY EACH OFFICER AND EMPLOYEE, INCLUDING THE SYSTEM OF COMPENSATION PROVIDED IN REGULATIONS.**

<i>Sr. No.</i>	<i>Designation</i>	<i>Name</i>	<i>Monthly Remuneration</i>
01	Chancellor	<b>Sanjay D. Patil</b>	<b>As per rules</b>
02	Vice-Chancellor	<b>Prof. Dr. S.H. Pawar</b>	
03	Registrar	<b>Mr. V.V. Bhosale</b>	
04	Controller of Examinations	<b>Mr. V.V. Bhosale</b>	
05	Finance Officer	<b>Mr. S.P. Kole</b>	
06	Assistant Registrars	<b>(i) Mr. S. P. Jadhav (ii) Mr. K.S. Nirmal</b>	
07	<i>Senior Assistants</i>	<b>(i) Mr. J.P. Patil (ii) Mr. D.M. Nikade</b>	
08	<i>Stenographer</i>	<b>Mr. R.B. Ghatage</b>	
09	<i>Assistants</i>	<b>(i) Mr. Sachin Dhumal (ii) Mr. M.M. Kamble (iii) Mrs. S.P. Ambildhok (iv) Mr. Baba Mane (v) Mr. Yogesh Jadhav</b>	
10	<i>Driver</i>	<b>(i) Mr. Sagar Khapane</b>	
11	<i>Peons</i>	<b>(i) Mr. B.V. Kumbhar (ii) Mr. U.S. Chaven</b>	

**(XII) BUDGET ALLOCATIONS, PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND DISBURSEMENTS MADE FOR THE YEAR 2006-07.**

<b>Revenue</b>	<i>Rs. in lakhs</i>	<b>Expenditure</b>	<i>Rs. in lakhs</i>
Maintenance (Recurring)	1158.38	Maintenance (Recurring)	1315.96
Development (Non-recurring)	95.80	Development (Non-recurring)	115.91
Deficit (Borrowings/Loan)	177.69		
<b>Total</b>	<b>1431.87</b>	<b>Total</b>	<b>1431.87</b>

**(XIII) MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES.**

The university does not receive any subsidy or grant from any agency. As such, there is no programme, which depends on any subsidy. The question of beneficiaries of such a programme, therefore, does not arise.

**(XIV) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT (UNIVERSITY).**

The University does not grant any concessions, permits or authorizations. Therefore, there cannot be any recipients of such concessions, permits or authorizations.

**(XV) DETAILS OF INFORMATION, AVAILABLE TO OR HELD BY IT (UNIVERSITY), REDUCED IN AN ELECTRONIC FORM.**

The Rules and MoA of the University, the Bye-laws framed as per the Rules, Minutes of the meetings of the various authorities is available in the electronic form. The information related to entrance tests and admission procedure for various programmes of the University is available on the website of the University.

**(XVI) PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE.**

The University does not maintain any library or reading room for public use.

**(XVII) NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS.**

<i>Sr. No.</i>	<i>Officer</i>	<i>Name</i>	<i>Contact Nos.</i>
1	Appellate Authority	Shri. V. V. Bhosale	(0231) 2601595
2.	Information Officer	Shri. S. P. Jadhav	(0231) 2601239

**(XVIII) SUCH OTHER INFORMATION PRESCRIBED.**

Other relevant information is available on the University Website, i.e., [www.dypatilkolhapur.org](http://www.dypatilkolhapur.org), [www.dypatilunikop.org](http://www.dypatilunikop.org).

## **Procedure and Fee Structure for getting information not available in the Information Manual of the University**

The information about normal questions that may arise in the mind of general public has been uploaded on the website of the University [www.dypatilkolhapur.org](http://www.dypatilkolhapur.org). Alternatively, persons desirous of obtaining any other information not available on the website may send their request in writing addressed to “The Registrar, D. Y. Patil University, D. Y. Patil Vidyanagar, Kasaba Bavada, Kolhapur. 416006

The fee structure based on the Right to Information (Regulation of fee & cost) Rules 2005, notified by the Government of India dated 16<sup>th</sup> September 2005 are given as under :-

Application Fee	Rs. 10/-
A4 size paper (created or copied)	Rs. 2/-
Information in floppy / Diskette	Rs. 50/-
Printed material	Cost of printing @ Rs. 2/- per page of photocopy for extracts from the publication.
Inspection of records	No fee for first hour, and fee of Rs. 5/- for each fifteen minutes (for fraction thereof)

To obtain information prescribed fees may be paid by cash in the University office or by Demand draft / Pay Order drawn on any nationalized bank may be sent in favour of “The Registrar, D. Y. Patil University” payable at Kolhapur.

## Sample Application Form

To  
The Public Information Officer,  
D.Y. Patil University  
D. Y. Patil Vidyanagar,  
Kasaba Bawada,  
Kolhapur 416006.

Sub: Request for providing Information on- -  
(1)

(2)

Dear Sir,

Please arrange to provide me the information on the subject/s stated above. I enclose herewith demand draft/pay order No.----- dated ----- of Rs. -----as per prescribed rate for the above information.

You are requested to send the information at the following address mentioned below.

Thanking you,

Yours sincerely,

(Signature & Name)

Address for correspondence  
(with contact no/s :

.....  
.....  
.....  
.....

Encl. : D.D. / Pay Order / No. .... Dated .....of Rs.