(Formerly University of Pune)



Circular No. 134 of 2021

Important Notification

Dates of Commencement and Conclusion of terms of U.G. / P.G. Courses for the Academic Year 2021-22 For affiliated Colleges/recognised Institutes.

It is hereby informed that, the dates of Commencement and conclusion of terms of U.G. / P.G. Courses for the Academic Year 2021-2022, under various faculties shall be as under :

The date of Commencement and Conclusion of the academic session of the first year of all those courses whose admission was made/ will be made under Common Entrance Examination (CET) conducted by the Government/SPPU will be announced seperatly.

				2021 - 2022			
Sr. No.	Name of the Faculty	Name of the Courses	Year	First Term		Second Term	
				Commencement	Conclusion	Commencement	Conclusion
		Science	I, III	15/06/2021	20/10/2021	15/11/2021	30/04/2022
			II	01/07/2021	20/10/2021	15/11/2021	30/04/2022
		Engineering	TE, BE	15/06/2021	20/10/2021	15/11/2021	30/04/2022
		Engineering	SE	20/08/2021	12/11/2021	03/01/2022	15/05/2022
	Science & Technology	ME, MCA	II	20/08/2021	12/11/2021	03/01/2022	15/05/2022
1		B.Architecture	III, IV & V	15/06/2021	20/10/2021	15/11/2021	30/04/2022
			II	20/08/2021	12/11/2021	03/01/2022	15/05/2022
		M. Architecture	Π	20/08/2021	12/11/2021	03/01/2022	15/05/2022
		B. Pharmacy	III & IV	15/06/2021	20/10/2021	15/11/2021	30/04/2022
			II	20/08/2021	12/11/2021	03/01/2022	15/05/2022
		M. Pharmacy	II	20/08/2021	12/11/2021	03/01/2022	15/05/2022
	Commerce	Commerce	I, III	15/06/2021	20/10/2021	15/11/2021	30/04/2022
2	& Management		II	01/07/2021	20/10/2021	15/11/2021	30/04/2022
	management	Management	II	15/11/2021	03/03/2022	11/03/2022	30/06/2022

	Name of the Faculty			2021 - 2022			
Sr. No.		Name of the Courses	Year	First To	erm	Second Term	
				Commencement	Conclusion	Commencement	Conclusion
		Arts & Fine Arts	I, III	15/06/2021	20/10/2021	15/11/2021	30/04/2022
			II	01/07/2021	20/10/2021	15/11/2021	30/04/2022
		Mental,Moral and Social Sciences	I, III	15/06/2021	20/10/2021	15/11/2021	30/04/2022
3	Humanities		II	01/07/2021	20/10/2021	15/11/2021	30/04/2022
		Law : UG & PG	III, IV & V	01/07/2021	11/12/2021	01/01/2022	20/05/2022
		B.A. LL.B. 5 Yrs	II	11/10/2021	31/01/2022	05/2/2022	31/05/2022
		LL.B. 3 Years	II	11/10/2021	31/01/2022	05/2/2022	31/05/2022
		Education (B.Ed.)	II	15/09/2021	06/01/2022	17/01/2022	10/05/2022
		Education (M.Ed.)	II	15/09/2021	06/01/2022	17/01/2022	10/05/2022
4	Inter- disciplinary Studies	Physical Education (B.P.Ed.)	П	15/09/2021	06/01/2022	17/01/2022	10/05/2022
		Physical Education (M.P.Ed.)	П	15/09/2021	06/01/2022	17/01/2022	10/05/2022

<u>NOTE</u>

- 1. In view of prevailing COVID-19 situation in the Country, Colleges / Institutes shall required to follow the guidelines / instructions issued by the Government of Maharashtra time to time.
- 2. In case the Principal of the Affiliated Colleges require to give additional holiday in exceptional circumstances, he may do by the compensative the same by keeping the college working on Sunday.
- 3. The college are required to complete the theory and practical remaining syllabus of current term of academic year 2020-21.

Uttam R. Chavan

Uttam R. Chavan Deputy Registrar (P.G.Admission)

Ganeshkhind, Pune-07 Ref. No. PGS/ 1961 Date: 14/05/2021

Copy to:

The Heads of all University Departments, Savitribai Phule Pune University, Pune. The Principals of all Affiliated Colleges, Savitribai Phule Pune University, Pune. The Directors of all Recognized Institutes, Savitribai Phule Pune University, Pune.

Copy to: for information

The Members of the Management Council, Savitribai Phule Pune University, Pune. The Registrar, Savitribai Phule Pune University, Pune.

The Deans of Faculties, Savitribai Phule Pune University, Pune.

The Director, Examinations & Evaluation, Savitribai Phule Pune University, Pune.

(Formerly University of Pune)



Circular No. 26 of 2021

Important Notification

Dates of Commencement and Conclusion of Ist Year of PG Courses for the Academic Year 2020-2021 For Affiliated Colleges/Recognised Institutes

It is hereby informed that, the dates of Commencement and Conclusion of the Ist Year of PG Courses for the Academic Year 2020-2021 University Courses, under various faculties shall be as under :

Sr.	Name of the Courses and	2020-2021					
No.	Faculties	First Te	erm	Second Term			
		Commencement	Conclusion	Commencement	Conclusion		
1.	Science & Technology:						
1.	Science (I st Yr)						
2.	Commerce & Management:				01/10/2021		
۷.	Commerce (I st Yr)	20/01/2021	22/05/2021	15/06/2021			
	Humanities:						
3.	Arts (I st Yr)						
5.	Mental Moral and Social Sciences (I st Yr)						
	Inter-disciplinary Studies:	28/01/2021					
	M.A.Education (I st Yr)						
	B.Sc. B.Ed. Integrated						
	(I st Yrs)						
4.	M. Lib. I. Sc. (Ist Yr)						
	Fine Arts/ Performing Arts						
	(Ist Yr)						
	M. A. Journalism and Mass						
	Communication (Ist Yr)						

NOTE

- 1. All Programmes shall be conducted in Online Mode until further notice.
- 2. In view of prevailing COVID-19 situation in the Country, Colleges / Institutes shall required to follow the guidelines / instructions issued by the Government of Maharashtra from time to time.

1 25/1 (2021 Deputy Registrar (P.G.Admission)

Ganeshkhind, Pune-07 Ref. No. PGS/ 524 Date: 25/01/2021

Copy to:

The Heads of all University Departments, Savitribai Phule Pune University, Pune. The Principals of all Affiliated Colleges, Savitribai Phule Pune University, Pune.

The Directors of all Recognized Institutes, Savitribai Phule Pune University, Pune.

Copy to: for information

The Members of the Management Council, Savitribai Phule Pune University, Pune.

The Registrar, Savitribai Phule Pune University, Pune.

The Deans of Faculties, Savitribai Phule Pune University, Pune.

The Director, Examinations & Evaluation, Savitribai Phule Pune University, Pune.

(Formerly University of Pune)



Circular No.103 of 2020

Important Notification

Revised Dates of Conclusion of II terms for the Academic Year 2019-2020 and Commencement for the Academic Year 2020-2021 For affiliated Colleges/recognised Institutes Only.

In view of prevailing COVID-19 situation in the Country, it is hereby informed that, the revised dates of conclusion of the Second term of 2019-2020 and Commencement for the Academic Year 2020-2021 University Courses, under various faculties shall be as under :

Sr.	Name of the Courses and						
No.	Faculties	II Term 2019-20	I Term 2020-2021				
	Conclusion Commencemen						
	Science & Technology						
	Science	05/06/2020	15/06/2020				
	Engineering : SE,TE,BE & MCA- II, & III Year	05/06/2020	15/06/2020				
1	Engineering :ME - II Year.	05/06/2020	01/07/2020				
	B.Architecture II, III, IV & V Year.	05/06/2020	15/06/2020				
	M. Architecture II Year.	05/06/2020	01/07/2020				
	B. Pharmacy	05/06/2020	15/06/2020				
	M. Pharmacy	05/06/2020	01/07/2020				
	Commerce & Management						
2	Commerce	05/06/2020	15/06/2020				
	Management	05/06/2020	01/07/2020				
	Humanities						
	Arts & Fine Arts	0.5 /0.6 /0.000	15/06/2020				
3	Mental Moral and Social Sciences	05/06/2020	15/06/2020				
	Law : UG & PG (II, III, IV & V Year.)	05/06/2020	01/07/2020				
	Inter-disciplinary Studies						
4	Education II Year.(B.Ed., M.Ed.)	05/06/2020	01/07/2020				
	Physical Education II Year.(B.P.Ed., M.P.Ed.)	05/06/2020	01/07/2020				

NOTE

- 1. Colleges / Institutes in the red zone / contenment zone shall required to follow the guidelines / instructions issued by the Government of Maharashtra.
- 2. Details of conclusion of Ist term and Commencement and conclusion of IInd term of academic year 2020-2021 will be declared later.

- 14 2/4/2020 ·

Deputy Registrar (P.G.Admission)

Ganeshkhind, Pune-07 Ref. No. PGS/ 779 Date: 02/06/2020

Copy to: for Information and necessary action

The Members of the Management Council.

The Deans of Faculties.

The Registrar, Savitribai Phule Pune University, Pune.

The Director, Examinations & Evaluation, Savitribai Phule Pune University, Pune.

The Heads of all University Departments.

The Principals of all Affiliated Colleges.

The Directors of all Recognized Institutes.

The Heads of all the Administrative Sections of the University Office.

Asstt. Registrar, office of the Hon. Vice-Chancellor, Savitribai Phule Pune University Asstt. Registrar, office of the Hon. Pro-Vice-Chancellor, Savitribai Phule Pune University

(Formerly University of Pune)



Circular No. 77 of 2019

Dates of Commencement and Conclusion of terms for the Academic Year 2019-2020 For affiliated Colleges/recognised Institutes Only.

It is hereby informed that, the dates of commencement and conclusion of the First and Second term of University Courses, under various faculties, for the academic year 2019-2020 shall be as under :

Sr.	Name of the Courses and	2019-2020					
No.	Faculties	- First Te		Second Term			
		Commencement	Conclusion	Commencement	Conclusion		
	Science & Technology						
	Science	15/06/2019	24/10/2019	20/11/2019	30/04/2020		
	Engineering : SE,TE,BE & MCA- II, & III Year	15/06/2019	05/11/2019	16/12/2019	27/04/2020		
1	Engineering :ME - II Year.	01/07/2019	09/11/2019	13/01/2020	23/05/2020		
	B.Architecture II, III, IV & V Year.	15/06/2019	16/10/2019	09/12/2019	04/04/2020		
	M. Architecture II Year.	08/07/2019	02/11/2019	09/12/2019	04/04/2020		
	B. Pharmacy	15/06/2019	24/10/2019	20/11/2019	30/04/2020		
	M. Pharmacy	01/07/2019	07/12/2019	01/01/2020	15/05/2020		
	Commerce & Management						
2	Commerce	15/06/2019	24/10/2019	20/11/2019	30/04/2020		
	Management	01/07/2019	07/12/2019	01/01/2020	15/05/2020		
	Humanities						
	Arts & Fine Arts		24/10/2019		30/04/2020		
3	Mental Moral and Social Sciences	15/06/2019		20/11/2019			
	Law : UG & PG (II/III/IV/V Year.)	01/07/2019	07/12/2019	17/01/2020	31/05/2020		
	Inter-disciplinary Studies			1			
4	Education II Year. (B.Ed., M.Ed.)	01/07/2019	07/12/2019	01/01/2020	15/05/2020		
	Physical Education II Year. (B.P.Ed., M.P.Ed.)	01/07/2019	07/12/2019	01/01/2020	15/05/2020		

Teaching will begin on the date of commencement of the terms and immediately after the finalization of admissions; however, term would stand concluded on the dates mentioned above.

At man 2019

NOTE

- 1. In case, the Principal/Director of the affiliated Colleges/recognised Institutes require to give additional holiday in exceptional circumstances, he/she may do so by compensating the same by keeping the College working on Sunday.
- 2. The Term & holidays for the Post-graduate courses conducted in the Colleges/Institutes will be as per the University Department.
- 3. Details of Various Activities for Engineering and Architecture Courses for the Academic Year 2019-20 attached Separately.

Deputy Registrar (P.G.Admission)

Ganeshkhind, Pune-07 Ref. No. PGS/1355 Date: 26/04/2019

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The Members of the Management Council.

The Deans of Faculties.

The Registrar, Savitribai Phule Pune University, Pune.

The Director, Examinations & Evaluation, Savitribai Phule Pune University, Pune.

The Heads of all University Departments.

The Principals of all Affiliated Colleges.

The Directors of all Recognized Institutes.

The Heads of all the Administrative Sections of the University Office.

Asstt. Registrar, office of the Hon. Vice-Chancellor, Savitribai Phule Pune University

Asstt. Registrar, office of the Hon. Pro-Vice-Chancellor, Savitribai Phule Pune University

Savitribai Phule Pune University (Formerly University of Pune)



ACADEMIC CALENDAR FOR VARIOUS ACTIVITES FOR **ENGINERRING COURSES FOR THE YEAR 2019-20**

FIRST TERM

Sr. No	Courses	Details of Activites	Date
		Commencement of Teaching	15/06/2019
	S.E./T.E./ B.E. &	Conclusion of Teaching	16/10/2019
01	MCA – II / III Year	Practical/Oral /Project Stage-I Examination	18/10/2019 To 05/11/2019
		Theory Examination	14/11/2019 To 07/12/2019
		Commencement of Teaching	01/07/2019
02	M. E. II Year	Conclusion of Teaching	02/11/2019
		Practical Examination	04/11/2019 To 09/11/2019
		Theory Examination	09/12/2019 To 24/12/2019

SECOND TERM

Sr. No	Courses	Details of Activites	Date
		Commencement of Teaching	16/12/2019
	F.E./S.E./T.E./ B.E. &	Conclusion of Teaching	11/04/2020
01	MCA – I/II / III Year	Practical/Oral /Project/ Examination	13/04/2020 To 27/04/2020
		Theory Examination	05/05/2020 To 30/05/2019
		Commencement of Teaching	13/01/2020
02	M. E. I & II Year	Conclusion of Teaching	14/05/2020
02	M. E. I & II Year	Practical Examination	18/05/2020 To 23/05/2020
		Theory Examination	27/05/2020 To 12/06/2020

Project stage - II examiations will start three days later from conclusion of theory examination.

26/1/2019 Deputy Registrar (P.G. Admission)

Ganeshkhind, Pune-07 Ref. No. PGS/ 1355 Date : 25/04/2019

(Formerly University of Pune)



Academic Calendar for Various Activities for II, III, IV & V Year B. Arch. For the Year 2019-20.

Sr.	Details of Activities	Dates			
No.	Details of Activities	I st TERM	II nd TERM		
1	Commencement of teaching	15/6/2019	09/12/2019		
2	Conclusion of teaching	16/10/2019	04/04/2020		
3	Sessional Exam/Viva Voce	All subjects except Practical training 18/10/2019 to 26 /10/2019 Practical Training Viva 16/12/2019 to 21/12/2019	All subjects except Arch. Project final year 06/04/2020 to 18/4/2020 Final year Arch. Project Viva 19/04/2020 to 26/4/2020		
4	Preparation Time (Theory)	27/10/19 to 31/10/19	20/4/2020 to 25 /4/2020		
5	Theory Examination	1/11/2019 onwards	27/4/2020 onwards		

Academic Calendar for Various Activities for IInd year M.Arch. For the Year 2019-20.

Sr.	Details of Activities	Dates			
No.	Details of Activities	I st TERM			
1	Commencement of teaching	08/07/2019	09/12/2019		
2	Conclusion of teaching	02/11/2019	04/04/2020		
3	Sessional Exam /Viva Voce	04/11/2019 to 07/11/2019	06/04/2020 to 11/04/2020 4 th Semester M.Arch. Project Exam between 27 th to 30 th April 2020.		
4	Preparation Time (Theory)	08/11/2019 to 12/11/2019	13/04/2020 to 18/04/2020		
5	Theory Examination	13/11/2019 to 20/11/2019	20/04/2020 to 25/04/2020		

As per the syllabus a training of 40 working days is to be competed by the student in the time between the 2^{nd} and the 3^{rd} Semester M.Arch.

Deputy Registrar (P.G. Admission)

Ganeshkhind, Pune-07 Ref. No. PGS/ 1355 Date: 26/04/2019

(Formerly University of Pune)



Circular No. 78 of 2019

Dates of Commencement and Conclusion of terms for the Academic Year 2019-2020. Post Graduate Courses for University Departments

It is hereby informed that, the dates of commencement and conclusion of the First and Second term of University Courses, under various faculties, for the Academic Year 2019-2020 shall be as under :

Sr.	Name of the Courses	2019 - 2020					
No.	and Faculties	First Te	rm	Second Term			
		Commencement	Conclusion	Commencement	Conclusion		
1	Science & Technology						
	Science						
	Technology						
2	Commerce &		07/12/2019	01/01/2020	15/05/2020		
	Management						
	Commerce						
	Management	01/07/2019					
3	Humanities						
	Arts & Fine Arts						
	Mental Moral and Social						
	Sciences						
	Law						
4	Inter- disciplinary						
	Studies						
	Education						
	Physical Education						

Teaching will begin on the date of commencement of the terms. The teaching shall begin immediately after the finalization of admissions, however, term would stand concluded, on the dates mentioned above.

<u>NOTE</u>

- 1. In case, the Head of the Department require to give additional holiday in exceptional circumstances, he may do so by compensating the same by keeping Department/College working on Sundays.
- 2. The Term & Holidays for the Post-Graduate courses conducted in the Colleges/Institutes will be as per the University Departments.

Deputy Registrar

(P.G. Admission)

Ganeshkhind, Pune-07 Ref. No. PGS/ 1356 Date: 26/04/2019

Copy to: for Information and necessary action

The Members of the Management Council.

The Deans of Faculties.

The Registrar, Savitribai Phule Pune University, Pune.

The Director, Examinations & Evaluation, Savitribai Phule Pune University, Pune.

The Heads of all University Departments.

The Principals of all Affiliated Colleges.

The Directors of all Recognized Institutes.

The Heads of all the Administrative Sections of the University Office.

Asstt. Registrar, office of the Hon. Vice-Chancellor, Savitribai Phule Pune University

Asstt. Registrar, office of the Hon. Pro-Vice-Chancellor, Savitribai Phule Pune University

(Formerly University of Pune)



Circular No. 138 / 2018-19

Sub: Revised Dates of Commencement and Conclusion of terms for the Academic Year 2018-2019 for Management Institutes.

It is hereby informed that, the revised dates of commencement and conclusion of the first and second term of University Courses, for Management Institutes for the academic year 2018-19 shall be as under :

	2018 - 2019						
Name of the Courses	First T	erm	Second Term				
	Commencement	Conclusion	Commencement	Conclusion			
Management	02/07/2018	08/12/2018	01/01/2019	15/05/2019			

Teaching will begin on the date of commencement of the terms. The teaching shall begin immediately after the finalization of admissions, however, term would stand concluded, on the dates mentioned above.

NOTE

- 1. In case, the Head of the Department require to give additional holiday in exceptional circumstances, he may do so by compensating the same by keeping Department/College working on Sundays.
- 2. The Term & Holidays for the Post-Graduate courses conducted in the Colleges/Institutes will be as per the University Departments.

Deputy Registrar (P.G. Admission)

Ganeshkhind, Pune-07 Ref. No. PGS/2877 Date: 06/08/2018

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The Members of the Management Council.

The Deans of Faculties.

The Registrar, Savitribai Phule Pune University, Pune.

The Director, Examinations & Evaluation, Savitribai Phule Pune University, Pune.

The Heads of all University Departments.

The Principals of all Affiliated Colleges.

The Directors of all Recognized Institutes.

The Heads of all the Administrative Sections of the University Office.

Asstt. Registrar, office of the Hon. Vice-Chancellor, Savitribai Phule Pune University

Asstt. Registrar, office of the Hon. Pro-Vice-Chancellor, Savitribai Phule Pune University

(Formerly University of Pune)



Circular No. 67 of 2018

Dates of Commencement and Conclusion of terms for the Academic Year 2018-2019 For Affiliated Colleges Only.

It is hereby informed that, the dates of commencement and conclusion of the First and Second term of University Courses, under various faculties, for the academic year 2018-2019 shall be as under :

Sr.	Name of the Courses and	2018-19						
No.	Faculties	First Te		Second T				
		Commencement	Conclusion	Commencement	Conclusion			
	Science & Technology							
	Science	15/06/2018	03/11/2018	29/11/2018	30/04/2019			
	Engineering : SE,TE,BE & MCA- II, & III Year	15/06/2018	03/11/2018	17/12/2018	25/04/2019			
1	Engineering :ME - II Year.	02/07/2018	03/11/2018	15/01/2019	20/05/2019			
	B.Architecture II, III, IV & V Year.	15/06/2018	03/11/2018	29/11/2018	30/04/2019			
	M. Architecture II Year.	02/07/2018	03/11/2018	17/12/2018	30/04/2019			
	B. Pharmacy	15/06/2018	03/11/2018	29/11/2018	30/04/2019			
	M. Pharmacy	02/07/2018	03/11/2018	29/11/2018	15/05/2019			
	Commerce & Management							
2	Commerce	15/06/2018	03/11/2018	29/11/2018	30/04/2019			
	Management	02/07/2018	03/11/2018	29/11/2018	15/05/2019			
	Humanities							
	Arts & Fine Arts			29/11/2018	30/04/2019			
3	Mental Moral and Social Sciences	15/06/2018	03/11/2018					
	Law : UG & PG (II/III/IV/V Year.)	15/06/2018	03/11/2018	29/11/2018	30/04/2019			
	Inter-disciplinary Studies							
4	Education II Year.	02/07/2018	03/11/2018	00/11/0010	15/05/001/			
т	Physical Education II Year.	02/07/2018	05/11/2018	29/11/2018	15/05/2019			

Teaching will begin on the date of commencement of the terms and immediately after the finalization of admissions; however, term would stand concluded on the dates mentioned above.

<u>NOTE</u>

- 1. In case, the Principal of the Affiliated Colleges require to give additional holiday in exceptional circumstances, he/she may do so by compensating the same by keeping the College working on Sunday.
- 2. The Term & holidays for the Post-graduate courses conducted in the Colleges/Institutes will be as per the University Department.
- 3. Details of Various Activities for Engineering and Architecture Courses for the Academic Year 2018-19 attached Separately.

28/4/2018 Deputy Registrar

(P.G.Admission)

Ganeshkhind, Pune-07 Ref. No. PGS/ 1333 Date: 23/04/2018

Copy to: for Information and necessary action

The Members of the Management Council.

The Deans of Faculties.

The Registrar, Savitribai Phule Pune University, Pune.

The Director, Examinations & Evaluation, Savitribai Phule Pune University, Pune.

The Heads of all University Departments.

The Principals of all Affiliated Colleges.

The Directors of all Recognized Institutes.

The Heads of all the Administrative Sections of the University Office.

Asstt. Registrar, office of the Hon. Vice-Chancellor, Savitribai Phule Pune University Asstt. Registrar, office of the Hon. Pro-Vice-Chancellor, Savitribai Phule Pune University

(Formerly University of Pune)



Circular No. 2150f 2017

Revised Dates of Commencement and Conclusion of terms for the Academic Year 2017-2018

For Affliated Colleges Only.

It is hereby informed that, the dates of commencement and conclusion of the First Term & Second Term of University Courses, under various faculties, for the academic year 2017-2018 shall be as under :

Sr. No.	Name of the Courses	2017-18			
		First Term		Second Term	
		Commencement	Conclusion	Commencement	Conclusion
1	Humanities (Formerly Faculty of Arts & Fine Arts) Humanities (Formerly Faculty Mental,Moral and Social Sciences)	15/06/2017	14/10/2017	13/11/2017	30/04/2018
2	Science & Technology (Formerly Faculty Science)	15/06/2017	14/10/2017	13/11/2017	30/04/2018
	Science & Technology (Formerly Faculty of Engineering : SE,TE,BE & MCA- II, & III Year)	15/06/2017	14/10/2017	18/12/2017	23/04/2018
3	Commerce & Management (Formerly Faculty of Commerce)	15/06/2017	14/10/2017	13/11/2017	30/04/2018

Note

- To comply with academic requirements, college may utilized holidays including Sunday for First Year Students.
- In case, the Principal of the Affiliated Collges require to give additional holiday in exceptional circumstances, he may do so by compensating the same by keeping the College working on Sundays.

Deputy Registrar

(P.G.Admission)

Ganeshkhind, Pune-07 Ref. No. PGS/ 3753 Date: 09/10/2017

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The Members of the Management Council The Deans of all Faculties The Registrar, Savitribai Phule Pune University The Direcoter, Board of Examnations & Evaluation, Savitribai Phule Pune University The Head of all University Departments The Principal of all Affiliated Colleges The Directors of all Recognised Institutes The Head of the Administrative Sections of the University office