



Estd : 1962
NAAC 'A' Grade

SHIVAJI UNIVERSITY, KOLHAPUR – 416 004, MAHARASHTRA

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शिवाजी विद्यापीठ, कोल्हापूर ४१६ ००४, महाराष्ट्र

फोन इपीबीएक्स. २६०९०००० विशेष कक्ष २६०९१४८

Ref. No./SU/Special Cell/ ४०

Date:- 30 AUG 2017

To,

Principal/Director,
Colleges/Institutions,
Affiliated to Shivaji University, Kolhapur.

Sub :- Submission of Special Cell Standing Committee Minutes.

Ref :- University Grant Commission, New Delhi DO Letter Ref.

No- F.2-1/88(SCT), dated 26 March, 1998.

Sir/Madam,

You are aware that the University Grants Commission, New Delhi has directed through demi official letter mentioned above, regarding constitution of the Special Cell Standing Committee in the College/Sanstha would broadly related to monitoring, evaluation and planning measures for ensuring effective implementation of the policies/programmes of the Government of India, UGC and State Government in respect of reservation to the Backward class Community.

In this regards, the University has framed the ordinance No. 158 for Constitution of this committee. Hence, you are requested to submit the Minutes/Reports of the Special Cell Standing Committee meet in the academic year 2017-18 to the University immediately after the meeting. Which can be placed before University Standing Committee as well as University next higher authority for consideration as per provision laid-down in the ordinance 158 (2.4).

Thank you.

Yours' faithfully

Dy. Registrar

0. 158 SPECIAL CELL STANDING COMMITTEE**1. Short title and commencement :**

- i) This ordinance may be called 'Special Cell Standing Committee for welfare of B.C. candidates.'
- ii) It shall come into force from the date of acceptance by the University Management Council.

2.1 Constitution of the Special Cell Standing Committee :

The Special Cell Standing Committee in the University shall consist of :

- i) The Vice-Chancellor - Ex - Officio - Chairman
- ii) 2-3 Professors - Members
- iii) 3-5 Principals - Members
- iv) 1-2 Readers - Members
- v) 1-2 Lecturers - Members
- vi) 2 women representative from teaching and non-teaching category - Members
- vii) A representative of the State. Govt. - Member
- viii) The Deputy Registrar (Spl. Cell) - Member - Secretary

The members at Serial Nos. ii to vi are to be nominated by the Management Council.

Tenure :

The tenure of members at Sr. No. ii) to vi) shall be three years.

2.2 There shall be similar mechanism for the University Administration and P. G. Depts. Such a Standing Committee shall consist of :

- i) The Vice-Chancellor - Ex - officio - Chairman
- ii) The Pro-Vice-Chancellor - Member
- iii) One Professor - Member
- iv) One Reader - Member
- v) One Lecturer - Member
- vi) One Dy. Registrar - Member
- vii) One superintendent - Member
- viii) One Woman from teaching category - Member
- ix) One woman from non-teaching category - Member
- x) The Dy. Registrar (Spl. Cell) - Member- Secretary

The members at Sr. No. iii) to ix) are to be nominated by the Vice-Chancellor. The tenure of these members shall be three years.

2.3 There shall be similar mechanism at affiliated college/recognised institution level. Such a Standing Committee shall consist of :

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|---|----------------------|
| i) The Principal / Director | - Chairman |
| ii) One Head of the Dept. | - Member |
| iii) Two Senior Teachers | - Members |
| iv) One representative of Non-teaching staff | - Member |
| v) Two women representatives of Teaching and Non-teaching category. | - Members |
| vi) Registrar/Office Superintendent / Head Clerk | - Member - secretary |

The members at Sr. No. ii to v are to be nominated by the Principal/Director. The tenure of these members shall be three years. The Registrar/Office Superintendent/Head Clerk shall maintain minutes and other records.

2.4 Where an institution (Sanstha) runs more than one colleges/research institution within the jurisdiction of the University, a similar mechanism shall be adopted with following membership :

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|--|----------------------|
| 1. Chairman of the Sanstha or his nominee | - Chairman |
| 2. One Principal/Director | - Member |
| 3. Three Sr. Teachers
(including one woman representative)
(Service 15 yrs. or more) | - Members |
| 4. Two representatives of non-teaching employees (including one woman representative) | - Members |
| 5. One nominee of the University to be nominated by the Vice-Chancellor | - Member |
| 6. Secretary of Sanstha | - Member - Secretary |

The members at Sr. No. 2, 3 and 4 are to be nominated by the Chairman of the Sanstha. The tenure of these members shall be three years.

3. As far as possible there shall be adequate representation of Backward Class candidates on these committees.
4. Meetings : The Standing Committee shall meet at least twice a year preferably by 15th March and 15th September.
5. Working - The Special Cell Standing Committee will consider the reports made available by the College/Institution and University Standing Committee. It is obligatory for them to send the reports to the University immediately after the meeting.

The minutes of the meeting of Special Cell Standing Committee shall be considered by the Management Council of the University.

6. Functions :

The Committee shall consider following items and pass resolutions :

- 1) To collect information and maintain records regarding the number of students belonging to SC/ST/DTNT/OBC/SBC categories that are enrolled in the college.
- 2) To supervise and see that the admissions to the colleges and hostels are made in accordance with the reservation policy declared by the State Government from time to time.
- 3) To maintain a roster of teaching and non-teaching staff of the college.
- 4) To scrutinise and approve the advertisements that may be issued by the Management for recruitment to both teaching and non-teaching posts.
- 5) To supervise the allotment and distribution of scholarships for various reserved candidates.
- 6) To deal with representations received from the B. C. candidates regarding their admissions and recruitment, promotion and other similar matters in the colleges.
- 7) To circulate information regarding matter related to B. C. persons to the teaching and non-teaching staff and the students of the college.
- 8) To review the present position of backlog in non-teaching categories. State details of non-teaching posts filled in, in the reported year.
- 9) To initiate any action or scheme sumoto which is in consonance with the mandate of the State Govt./U. G. C. reservation policy.