SHIVAJI UNIVERSITY, KOLHAPUR.
WEBSITE CELL.
Circular

To,

      All Heads of Departments / Co-ordinators / Faculty Members /
      Dy. Registrar / Asst. Registrar / Supdt. /

Subject : Responsibility of the information hosted on university website.

Sir / Madam,

As per the directives given, new website for our university is launched from 6 May 2019. It is the common responsibility of all departments / sections to keep the updated information on our website. Considering the NAAC Committee visit, it is our common responsibility to check and update all webpages on new website on urgent basis. Following chart shows webpages links and responsibility of said information with concern section head. All concern sections / departments are again requested to check their web pages on new website and in case of any modification / deletion, please contact Website Cell with softcopy.

www.unishivaji.ac.in Website links and its information responsibility chart :

Sr.No.	Website Page / Link	Information Responsibility lies on head of
1	BBK - KRC	KRC / Library
2	Affiliation	Affiliation Section (T1 / T2)
3	Distance Education	Distance Education
4	Moodle Services	Computer Centre
5	Exam Section	Concern Exam Section, DBEE Office
6	Intranet	Web pages of concern Section
7	E-Tender	Store Section
8	Authorities and Bodies	Meeting Section (Advisory, Senate, Management Council, Academic Council)
9	Vision Mission Goals	NAAC Cell
10	Hon. Chancellor	Hon. VC Office
11	Hon. Vice Chancellor	Hon. VC Office
12	Hon. Pro-Vice-Chancellor	Hon. PVC Office
13	Former Hon. Vice Chancellor	Hon. VC Office
14	Organisation Structure	Establishment Section
15	University Officers	Establishment Section
16	Statistical Information	Statistical Officer
17	Holidays	Establishment Section
18	University Documentary	PRO Office
19	Web Radio	Distance Education
20	Academic Departments	Concern HOD of Academic Departments
21	Academic Programmes	BOS Section, Admission Section
22	Online Syllabus	BOS Section
23	Academic Support Services	Concern Academic Support Services unit
24	Museum / Chairs	Concern Co-ordinator of Museum / Chairs
25	Governance (all sub links)	Concern Section, Meeting Section
26	Admission	Admission Section

27	M.Phil / Ph.D Admission	BUTR Section
28	Affiliated Institutions / College Lists	Affiliation Section, T1 and T2
29	Major / Minor Research Projects	Development Section
30	Externally Funded Projects	Development Section
31	Teaching Assistantship	Concern Academic Department
32	Journal of Shivaji University	Editor
33	RGSTC- Assistance for S and T	Development Section
34	IQAC	NAAC Cell / IQAC Cell
35	NIRF Data	NAAC Cell / IQAC Cell
36	Online Payment Gateway	Finance Section
37	Alumni Association	Alumni Association Cell
38	News and Events	PRO office
39	Seminars and Workshops	Concern Academic Departments
40	Circulars	Concern Section Head
41	Help Desk	Enquiry Section, PRO office
42	Shiv-sandesh	PRO Office
43	Other Tenders / Quotations	Store Section / Concern Department / Section
44	SUK in News	PRO Office
45	Right to Information	Registrar Office, DBEE office, Establishment Section
46	Recruitments at University	Establishment Section
47	Recruitments at Colleges	Special Cell, Affiliation Section (T1)
48	Madhyamvidya / Media Spectrum	Journalism Department / Mass Communication Department
49	Redressal Grievance	Redressal Grievance Cell / Legal Cell
50	Special Cell	Special Cell
51	Photo Gallery	Concern Section / Department
52	Student Welfare	Department of Student Development
53	Scholarships	Scholarship Section / Admission Section
54	Placement Cell	Placement Cell
55	International Affairs Cell	International Affairs Cell
56	NSS	Director, NSS
57	Data of PhD scholars	BUTR Section
58	Boys / Girls Hostel	Concern Boys / Girls Hostel Rector
59	Publication	Publication Section
60	University Authorities Elections	Meeting Section
61	Student Council Elections	DSD Section
62	Eligibility	Eligibility Section
63	MOU	Establishment Section
64	Act Documents / Citizen charter	Establishment Section, Meeting Section
65	Students Facility Centre	Students Facility Centre

Note :

1. It is the responsibility of the concern department / section to keep the updated information on their webpages. All old information has to be removed from university website.
2. Each department / Section should visit daily to check their information on website.
3. In case of any RTI filed, then concern department / section has to reply the same.

4. Website Cell will issue user-ID and Password to each department / section on request, they can modify their webpages but in case of any problem, Website Cell will help / modify the webpages.
5. Website Cell will host the given information from department / section on given webpage only. Responsibility of validity of information etc. lies with concern department / section only.
6. New webpages (if required) for department / sections will be created by Website Cell.

Website Cell,   **Registrar**
08/07/2019.
22/07/2019 (Revised).