

 <p>Estd. 1962 "A++" Accredited by NAAC(2021) With CGPA 3.52</p>	<p align="center">SHIVAJI UNIVERSITY, KOLHAPUR - 416 004, MAHARASHTRA</p> <p>PHONE : EPABX - 2609000, Special Cell- (0231) 2609148 Website - www.unishivaji.ac.in E-mail- spcell@unishivaji.ac.in</p> <p align="center">शिवाजी विद्यापीठ, कोल्हापूर — ४१६ ००४, महाराष्ट्र</p> <p align="center">विशेष कक्ष</p> <p>दूरध्वनी — ईपीएबीएक्स — २६०९०००, विशेष कक्ष — (०२३१)२६०९१४८ वेबसाईट— www.unishivaji.ac.in, ई-मेल — spcell@unishivaji.ac.in</p>	
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जा.क्र.विशेष कक्ष/ 784/2024-25/by Mail

दिनांक : 23 SEP 2024

प्रति,
प्राचार्य/संचालक,
सर्व संलग्न महाविद्यालये/मान्यताप्राप्त संस्था,
शिवाजी विद्यापीठ, कोल्हापूर

विषय : महाविद्यालय/संस्था स्तरावर विशेष कक्ष स्थायी समिती स्थापन करणे, तिची कार्ये व कार्यपध्दतीबाबत.

संदर्भ : या कार्यालयाचे परिपत्रक जा. क्र. विशेष कक्ष/५९०/२०२४-२५, दि. ३० एप्रिल, २०२४.

महोदय/महोदया,

विद्यापीठ अनुदान आयोग, नवी दिल्ली यांचेकडून वेळोवेळी प्राप्त होणाऱ्या पत्रानुसार/दिलेल्या निर्देशानुसार, आपल्या महाविद्यालय/संस्थेमध्ये विशेष कक्ष स्थायी समिती स्थापन करणे व त्याची नेमून दिलेली कार्ये पार पाडण्यासंदर्भात वरील संदर्भीय पत्रान्वये कळविण्यात आले होते. तथापि अद्याप काही महाविद्यालय/शैक्षणिक संस्था/मान्यताप्राप्त संस्थामध्ये महाविद्यालय/संस्था स्तरावर विशेष कक्ष स्थायी समिती स्थापन केली केली नसल्याचे निदर्शनास येत आहे.

यासंदर्भात आपणास पुनःच आदेशान्वये कळविण्यात येते की, सोबत जोडलेप्रमाणे आपल्या महाविद्यालय/ संस्था स्तरावर नियमानुसार विशेष कक्ष स्थायी समिती स्थापन करून, अनुषंगीक कामकाज पार पाडण्यात यावे. त्याचप्रमाणे या समितीच्या वर्षातून दोन बैठका आयोजित करणे तसेच बैठकीचा अहवाल विद्यापीठ स्तरावरील स्थायी समितीसमोर सादर करणेसाठी त्या-त्या वेळी या कार्यालयाकडे पाठविणे आवश्यक राहिल.

कळावे,

आपली विश्वासू,



उपकुलसचिव,

विशेष कक्ष विभाग,

शिवाजी विद्यापीठ, कोल्हापूर

सोबत :- वरीलप्रमाणे

(924)

O. 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.

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

- 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 :

- 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.

(926)

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.