



Estd. 1962

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शिवाजी विद्यापीठ, कोल्हापूर

विशेष कक्ष

परिपत्रक (तातडीचे)

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

संदर्भ : १) या कार्यालयाचे परिपत्रक जा.क्र. विशेष कक्ष/५९०/२०२४-२५, दि.३० एप्रिल, २०२४.
२) या कार्यालयाचे परिपत्रक जा.क्र. विशेष कक्ष/७८४/२०२४-२५, दि.२३ सप्टेंबर, २०२४.
३) या कार्यालयाचे परिपत्रक जा.क्र. विशेष कक्ष/९५२/२०२५/००७३, दि.०६ मे, २०२५.

विद्यापीठ अनुदान आयोग, नवी दिल्ली यांचेकडून वेळोवेळी प्राप्त होणाऱ्या निर्देशानुसार, महाविद्यालय/संस्थांमध्ये विशेष कक्ष स्थायी समिती स्थापन करणे व नेमून दिलेली कार्ये पार पाडण्यासंदर्भात वरील संदर्भीय पत्रान्वये कळविण्यात आले होते. तथापि अद्याप काही महाविद्यालय/शैक्षणिक संस्था/मान्यताप्राप्त संस्थांमध्ये, महाविद्यालय/संस्था स्तरावर विशेष कक्ष स्थायी समिती स्थापन केली नसल्याचे निदर्शनास येत आहे. सदर बाब विद्यापीठ अधिकार मंडळासमोर ठेवण्यात आली असता, याबाबत खालीलप्रमाणे निर्देश झाले आहेत.

१. ज्या महाविद्यालयांनी/संस्था यांनी अद्याप विशेष कक्ष स्थायी समिती स्थापन केलेली नाही, याची गंभीर नोंद घेण्यात आली. सर्व संबंधित संलग्नित महाविद्यालये/शैक्षणिक संस्था यांनी विशेष कक्ष स्थायी समिती स्थापन करणेबाबतची अमलबजावणी सदर परिपत्रक दिनांकापासून सात दिवसांच्या आत करावी.
२. त्याचप्रमाणे जी महाविद्यालये अथवा शैक्षणिक संस्था याबाबत कार्यवाही करणार नाहीत, त्यांचेबाबत सदर बाब संलग्नीकरण प्रक्रीयेशी लॉक करण्यात येवून पुढील कार्यवाही केली जाईल. तसेच सदर बाब शासनास देखील कळविण्यात येईल.
३. विशेष कक्ष विभागाच्या वतीने नजीकच्या काळामध्ये विद्यापीठाच्या संकेतस्थळावर महाविद्यालय स्तरावर विशेष कक्ष स्थायी समिती स्थापन केलेबाबत स्वतंत्र पोर्टल/लिंक उपलब्ध करून देण्यात येईल. सदर पोर्टल/लिंकवर संबंधित महाविद्यालये/शैक्षणिक संस्था यांना विशेष कक्ष स्थायी समिती स्थापन केलेबाबतची माहिती व इतर अनुषंगिक माहिती अपलोड करण्याची सुविधा उपलब्ध करून देण्यात येईल. याबाबत स्वतंत्र परिपत्रकाद्वारे कळविण्यात येईल.

तेव्हा, आपणास पुनःच कळविण्यात येते की, आपल्याकडून उपरोक्तबाबत यापूर्वी कार्यवाही करण्यात आली नसल्यास, याबाबत सत्वर कार्यवाही करण्यात येवून, स्थापन केलेल्या समितीची माहिती व कामकाज या विभागास सत्वर कळविण्यात यावी.

तसेच जे महाविद्यालय/शैक्षणिक संस्था/मान्यता प्राप्त संस्था याबाबत अमलबजावणी करणार नाहीत त्यांच्याबाबत जाहिरात मान्यता प्रस्ताव, बिंदूनामावली तपासणीबाबतचे प्रस्तावाबाबत पुढील कार्यवाही केली जाणार नाही याची नोंद घ्यावी.

कळावे,

सोबत:- वरीलप्रमाणे

आदेशावरून,


उपकुलसचिव,

विशेष कक्ष विभाग,

शिवाजी विद्यापीठ, कोल्हापूर

जा.क्र.विशेष कक्ष/1065/2025

दिनांक : 30 JUN 2025

प्रति,

प्राचार्य/संचालक/अध्यक्ष,

सर्व संलग्न महाविद्यालये/मान्यताप्राप्त संस्था, शिवाजी विद्यापीठ, कोल्हापूर

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.

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
- ii i) 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.

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.