

# **Manual - 1**

## **Particulars of organization, functions and duties**

[Section 4(1) (b) (i)]

1. **Name of the Organization** : **Solapur University, Solapur**
  
2. **Postal address of the main office, attached/subordinate office/ field units etc.** : Solapur University, Solapur  
Dnyanteerth Nagar,  
Solapur-Pune National highway,  
Kegaon, Solapur -413255  
website: <http://su.digitaluniversity.ac>  
  
**Hon. Vice-chancellor's office:**  
Email: [honvc@gmail.com](mailto:honvc@gmail.com), [maldar.nn@gmail.com](mailto:maldar.nn@gmail.com)  
Tel. No.: (0217)2351300 Fax : (0217)2351300  
  
**Board of Colleges & University Development office:**  
Email: [bcud@sus.ac.in](mailto:bcud@sus.ac.in), [bcudsu@gmail.com](mailto:bcudsu@gmail.com),  
Tel. No.: (0217) 2744777 Fax : (0217) 2744777  
  
**Registrar's office:**  
Email: [registrar@sus.ac.in](mailto:registrar@sus.ac.in),  
[registrarsolapur@yahoo.in](mailto:registrarsolapur@yahoo.in)  
Tel. No.: (0217) 2744776, Fax: (0217) 2744770  
  
**I/C Librarian's office:**  
Email: [libsolapur@gmail.com](mailto:libsolapur@gmail.com)  
Tel. No.: (0217) 2744772 (Extn.127)  
Fax: (0217) 2744770  
  
**Controller of Examinations office:**  
Email: [coe.solapur@yahoo.in](mailto:coe.solapur@yahoo.in), [coe@sus.ac.in](mailto:coe@sus.ac.in)  
Tel. No.: (0217)2744768 Fax : (0217) 2744778  
  
**Finance & Accounts Officer's Office :**  
Email: [fao.soluni@yahoo.in](mailto:fao.soluni@yahoo.in)  
Tel. No.: (0217) 2744762 Fax : (0217) 2744770
  
3. **Brief history and background for its establishment** : Solapur University, Solapur was established by Government of Maharashtra by carving out of the Shivaji University, Kolhapur on 1<sup>st</sup> August, 2004 and published in Government Notification No.USG. 1004/(94/ 2004) UNI dated 22/07/2004.
  
4. **Jurisdiction of the Organization** : Jurisdiction of the University is Solapur District
  
5. **Type of University** : Non-Agricultural Affiliating University

6. **No. of affiliated Colleges** : 124 affiliated colleges
7. **Act of the organization** : i) Maharashtra Universities Act, 1994, Statutes, Ordinances, Rules and Regulations provided under the said Act.  
ii) Maharashtra Civil Services Rules
8. **Type of funding** : Salary of Teaching and Non Teaching Staff and Development Funds are sanctioned by State Govt. Various types development funds are sanctioned by University Grants Commission.
9. **Recognition** : 1) Solapur University is recognized by University Grants Commission, New Delhi as per section 2 F of UGC Act, 1956 vide notification No. F.9-17/2004 (CPP-I) dated 21 March, 2005.  
2) Solapur University is recognized by University Grants Commission, New Delhi as per section 12 B UGC Act, 1956 vide notification No. F.9-17/2004 (CPP-1/PU) dated 23 May, 2013.
10. **Accreditation** : Not Accredited as yet.
11. **Name of Statutory Officers** : Vice-Chancellor - Prof. Dr. N.N. Maldar  
Director, B.C.U.D. - Prin. R. Y. Patil  
Registrar - Shri. S. K. Mali  
Controller of Examinations - Shri. B. P. Patil  
Finance & Acc. Officer (I/C) - Shri. S. A. Narkar
12. **Aims and objectives of the organization** : As per Section 4 of the Maharashtra Universities Act, 1994.
13. **Mission/Vision** :
  - To produce world class professionals who have learnt their skills in an environment of highly competent, research oriented and skilled professors with state-of-art infrastructure. Professionals who will be known for their innovation, imagination, synthesizing and analytical competence, scientific intellect, business competency and entrepreneurial skills.
  - To transform the "student" into a "knowledge Professional", thereby adding value to the individual, the Society, the industry and the Country's talent pool at large.

- Provide the facilities and support for its staff to take up innovative methods of teaching in accordance with the developments in the academic world and also take care of the developments in industry and commerce.
- To continue to improve the quality of the undergraduate and postgraduate Courses that prepares our students for professional life, leadership and citizenship in a changing world.
- Acquire position as a leader in the creation, synthesis and spread of knowledge beneficial to the current and forthcoming generations.
- Optimize the usage of resources and infrastructure in an integrated fashion to improvise, enhance and strengthen the students' faculties.
- Build mutually beneficial relationships with communities, government and private organizations for the sound placements of students.
- Improve the efficiency and effectiveness of the Management and Administrative services that support the mission of the College.

#### 14. Organization

##### : **I) Officers of the University:**

As per Section 9 of the Maharashtra Universities Act, 1994.

1) Chancellor

##### **II) Other Officers of the University:**

As per Section 10 of the Maharashtra Universities Act, 1994.

1) Vice-Chancellor

2) Deans of the Faculties

3) Registrar

4) Controller of Examinations

5) Director of Sub Campuses of the University

6) Director, Board of Colleges & University Development

7) Librarian of the University library

8) Finance & Accounts officer

9) Director of Students welfare

10) Such other officers in the service of the University as may be prescribed by Statues

### **III) Authorities of the University:**

As per Section 24 of the Maharashtra Universities Act, 1994 following are the authorities of the University.

- 1) Senate
- 2) Management Council
- 3) Academic Council
- 4) Faculty
- 5) Board of College and University Development
- 6) Board of University Teaching and Research
- 7) Board of studies
- 8) Board of Inter-disciplinary studies
- 9) Board of Examinations
- 10) Board of Adult and Continuing Education and Extension Services
- 11) Students Council
- 12) Such other bodies of the University as per designated by the Statutes to be the authorities of the University

15. **No. of Schools in the University** : The University has adopted a School System. At present there are seven schools in University campus as detailed below:  
05 Govt. Aided (Partial) and 02 unaided School

<b>Sr. No.</b>	<b>Name of the School</b>		<b>Name of the Department/s</b>
1)	School of Chemical Sciences	:	Polymer Chemistry Organic Chemistry Industrial Chemistry
2)	School of Computational Sciences	:	Master of Computer Applications Computer Science Mathematics Statistics
3)	School of Earth Sciences	:	Applied Geology Environmental science Geoinformatics
4)	School of Physical Sciences	:	Applied Electronics Applied Solid State Physics Electronics
5)	School of Social Sciences	:	A.I.H.C&A Applied Economics Rural Development Mass Communication.
6)	School of Education	:	M.Ed
7)	School of Commerce & Management	:	M.B.A. & M.Com.

16. **No. of faculties (Teaching positions)**

Name of the Post	Sanctioned	Filled in
Professor	05	02
Associate Professor	10	06
Assistant Professor	22	18
<b>TOTAL</b>	<b>37</b>	<b>26</b>

**No. of Non Teaching Staff**

Name of the Post	Sanctioned	Filled in
Statutory	05	05
Class I	15	13
Class II	13	11
Class III	115	73
Class IV	67	55
<b>TOTAL</b>	<b>215</b>	<b>158</b>

17. **Details of Service provided**

Sr. No.	Name of the Department		Services Provided
1)	Administration -		
1.1	General Administration	:	1) Inward/Outward of university mail 2) Security of the university assets 3) Transportation 4) Grievance committee
1.2	Meeting & Elections	:	1) Senate 2) Management Council 3) Academic Council 4) Standing Committee 5) Statute Committee
1.3	Establishment	:	1) Recruitment of Teaching and Non-teaching staff 2) Departmental inquiries 3) Post retirement benefits 4) Work Related to employees
2)	Affiliation & Staff Approval	:	Extension and continuation of affiliation of colleges/institutes, approval of college teacher. Career Advancement Scheme etc.
3)	Academic Administration	:	Admission, Eligibility, Issue of Transfer Certificates, Migration Certificates, revised syllabi & Curriculum, Faculties and Board of Studies, Academic administration for students of University Schools/ department
4)	Examination	:	Pre-exam, On-exam, Post-exam work of regular and External students & Convocation.
5)	Finance	:	Finance, Accounts & Audit

6)	B.C.U.D.	:	Development proposals of affiliated colleges and University, M. Phil, Ph.D. unit. Teaching & Research units of University Department; Statistical information, Academic and administrative audit of university and affiliated colleges
7)	Library	:	Provides Reference Books, Text books, Journals, internet facility to students, teachers and Researchers.
8)	Department of Students Welfare	:	N.S.S, Cultural programs, elections of Students Council, creating social awareness environment.
9)	B. C. Cell	:	<p><b>a)</b> To implement the reservation policy of the Government for the welfare of reserved category candidates</p> <p><b>b)</b>To collect data felicitating the implementation of the policies in respect of admissions, appointments to teaching and non teaching positions in the university and in the affiliating colleges and analysis of the data showing the trends and changes towards fulfilling the required quota</p> <p><b>c)</b>To implement, monitor continuously and evaluate the reservation policy in the university, college and plan measures for ensuring effective Implementation of the policy and programs of the Government of India</p> <p><b>d)</b>To follows the reservation policy of Govt. of Maharashtra for SC, ST, VJ/NT, SBC and OBC candidates in services as well as to improve the status of these peoples socially and educationally so that they can take their rightful place in the main stream of society</p> <p><b>e)</b> Roster verification of colleges</p> <p><b>f)</b> Maintain the roster of University employees &amp; teaching, non- teaching</p>

10)	Engineering Section	:	Constructions of university buildings, maintenance and repairs, gardening, guesthouse, supply of water supply, electricity, providing sanitary services etc.
11)	Information and Public Relation Section	:	There is no specific public relation section, however work related to News publication, Uttamvidya, Lecture series is entrusted to Mass Communication head in the School of Social Sciences.
12)	Legal Section	:	To Supervise and conduct all court cases relating to the University to file affidavits in courts of Law to Provide legal opinion to the University.
13)	Health Centre	:	Provide medical facilities to students & staff, Medical check up programs etc.
14)	Sports Department	:	Arrange sports activities for colleges, and university, to promote facility of games to the students in the university jurisdictions.
15)	Schools	:	Teaching, Learning and Research
16)	Hostel (Boys & Girls)	:	University is having Girls Hostel with 80 capacity and Boys Hostel with 200 capacity.

18. **Duties to be performed**

: **i) Powers and duties of University :**  
The powers and duties of the university are prescribed under section 5 of the Maharashtra University act, 1994.

**ii) Powers and duties of the other officers as specified in the Maharashtra Universities Act 1994 and other employees of the University are displayed in Manual 2.**

19. **Map of office location**

: The University is located at Kegaon, Solapur. Present campus of the University is on an area admeasuring 35.5 acres. Further University has acquired 482 acres of additional land adjoining to present campus.

20. **Working hours both for office and public**

: **Administrative Office Hours:**  
10:20 am to 6:00pm - Monday to Saturday  
**Lunch Break:**  
02.00pm to 02.30pm  
**Public Holidays:**  
Sunday, 2<sup>nd</sup> and 4<sup>th</sup> Saturdays, State Govt. declared holidays  
Working hours prior to lunch hours are reserved

for office work. Working hours after lunch hours are open to public.

**21. Grievance redressal mechanism**

: (I) Grievance Committee:

As per Section 57 of Maharashtra Universities Act, 1994

Grievance Committee is committed to deal with the grievance of the teachers and other employees of the University, affiliated colleges & recognized institutions and to hear and settle grievances which are not within the jurisdiction of University and College Tribunal (i.e. grievances other than dismissal, removal, otherwise termination or reduction in rank).

(II) University and College Tribunal:

As per section 58 of the Maharashtra Universities Act, 1994

The State Govt. has constituted the University & College Tribunal at University of Pune and the said Tribunal has jurisdiction to adjudicate the disputes between employees and Management of Colleges and Solapur University with regard to dismissal, removal, otherwise termination or reduction in rank.

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