



**Ordinance No.94 of 2017**

**CIRCULATION OF ENCLOSURES FOR THE MEETINGS OF THE OTHER  
AUTHORITIES OF THE UNIVERSITY, ORDINANCE,2017**

Whereas it is necessary to regulate the circulation of enclosures to different items placed on the Agenda of the of the different authorities of the university;

Now, therefore, the Management Council is hereby pleased to make the following Ordinance:-

1. All the enclosures, to different items on the Agenda of the Meeting of the different authorities of the university shall be circulated in the form of a paper book.
2. Each paper book shall consist of such enclosures as may be included in it by the Registrar, and the pages in each paper book shall be arranged in the following manner:-
  - a) All the cyclostyled/ computerised pages numbered as per the ordinance providing for the scheme of numbering of cyclostyled /computerised pages, shall be first arranged in alphabetical order and in each alphabet the pages shall be arranged in its numerical order.
  - b) Pages, if any, not numbered as per the Scheme of Numbering of Cyclostyled /computerised pages shall be included in a separate paper book and all such pages in that book shall have a continuous page numbering.  
Provided that in case Registrar feels it necessary to include such pages(not numbered as per the Scheme in the Book of Enclosures containing pages numbered as per the Scheme) he may include them in serial order in the beginning of that book.
3. Each paper book of enclosures shall have a paper book number, mentioned on the cover page of the paper book.
4. These paper books shall be serially numbered during the five years period of each authority.
5. Cover page of each paper book shall contain the information as mentioned in Appendix 'A'.
6. "Content Page" shall be inserted after cover-page in each paper book and shall contain information as mentioned in Appendix 'B'.
7. Content Page and cover-page may contain such other information as the Registrar may think fit.
8. Content page of each paper book shall also be circulated in Agenda papers.
9. Each item on the Agenda, having enclosures, shall have a underlined remark referring to the Book No. and Page No. concerned.
10. Enclosures to different items on the agenda of the meetings of the other Authorities of the University, excluding the Management Council and the Academic Council may be circulated in the form of a paper book in

accordance with the above mentioned scheme in so far as may be applicable.

### **(Statement of Object and reasons)**

It is necessary to regulate the circulation of enclosures to different items placed on the Agenda of the meetings of the other authorities of the university excluding the Management council and the Academic Council. There is no Ordinance in this behalf, hence this Draft Ordinance is prepared for its making by of the Management Council of the university.

**Appendix 'A'**

Gondwana University, Gadchiroli

Book of Enclosures

Meeting, Dated: .....(Name of authority)

Book No ..... of 20----

**Appendix 'B'**

**Gondwana University**

Book of Enclosures .....contents

Book No.....of 20----

Meeting Date : .....(Name of the authority)

Order of Pages Included In This Book : .....

Item No.on the Agenda	Heading of the item	Page numbers in this paper Book	Remarks
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Dated .....

Registrar