

**Direction No. 20 of 2018**

(Issued under provision of section 12(8) of the Maharashtra Public Universities Act, 2016)

**RULES OF PROCEDURE FOR CONDUCT OF BUSINESS AT MEETINGS OF THE BOARD OF UNIVERSITY DEPARTMENTS AND INTER-DISCIPLINARY STUDIES DIRECTION, 2018.**

(As per Section 71(5) of the Maharashtra Public Universities Act, 2016.)

**Whereas,** the Maharashtra Public Universities Act, 2016 has come into force with effect from 1<sup>st</sup> March 2017 (hereinafter referred to as the Act);

**AND**

**Whereas,** the Act has repealed the Maharashtra Universities Act, 1994 with effect from 1<sup>st</sup> March 2017;

**AND**

**Whereas,** the Act has been made applicable to the Gondwana University, Gadchiroli with effect from 1<sup>st</sup> March 2017;

**AND**

**Whereas,** the University Departments and Inter-Disciplinary Studies is the authority of the university as per provision made under section 26(8) of the Act;

**AND**

**Whereas,** constitution of the Board of University Departments and Inter-Disciplinary Studies is provided under provision of section 42(2) of the Act;

**AND**

**Whereas,** section 42(4) of the Act provides that the Board University Departments and Inter-disciplinary Studies shall meet at least three times a year;

**AND**

**Whereas,** section 71(5) of the Act provides that the Rules of procedure for conduct of business at the meetings of the authorities of the university shall be the subject matter of the Statute;

**AND**

**Whereas**, the Board University Departments and Inter-Disciplinary Studies being an authority of the University, the business at the meetings of the Board University Departments and Inter-Disciplinary Studies is required to be regulated by the Rules of procedure for conduct of business at the meeting to be prescribed under the Statute;

**AND**

**Whereas**, being a new authority in the act, no statute is assented to by the Chancellor or no Direction is issued by the Vice-Chancellor for regulating the matter;

**AND**

**Whereas**, preparing of the Statute is time consuming process;

**AND**

**Whereas**, the meeting of the Board University Departments and Inter-Disciplinary Studies of the university is required to be conveyed.

**Now**, therefore, I, Dr. N. V. Kalyankar, Vice-Chancellor, Gondwana University, Gadchiroli, in exercise of the powers vested in me under provision of sub-Section (8) of section 12 of the Maharashtra Public Universities Act, 2016, do hereby issue the following Directions: -

1. This Direction may be called "Rules of Procedure for conduct of business at meetings of the Board University Departments and Inter-Disciplinary Studies Direction, 2018."
2. This Direction shall come into force with effect from the date of its issuance.
3. In this Direction, unless the context otherwise requires: -
  - (i) "Act" means the Maharashtra Public Universities Act, 2016.
  - (ii) "Authority" means an authority of the University as specified by or under section 26 of the Act.
  - (iii) 'Bodies' means Bodies of the University formed by the respective authorities.
  - (iv) 'Dean of each faculty' means a person appointed as Dean of the faculty concerned by the Vice-Chancellor under provision of section 15(2) of the Act.
  - (v) "Emergent Meeting" means an Emergent Meeting convened by the Dean of the faculty of Inter-disciplinary studies, under the directions from the Vice-Chancellor for consideration of such matter(s) as have been construed emergent by giving such previous notice as the circumstances in each case may permit.
  - (vi) "Faculties" means faculties provided under section 34 (2) of the Act.

- (vii) "Faculty of Inter-Disciplinary Studies" means the faculty provided under section 34 (2) (iv) of the Act.
- (viii) "Head of Department" means Head of the University Department or Head of the Institution or Head of the College Department as provided in the Statute.
- (ix) "Pro-Vice Chancellor" means a person so appointed as Pro-Vice-Chancellor by the Chancellor as per section 13(6) of the Act.
- (x) "Regular meeting" means regularly convened meeting by the Dean of the faculty of Inter-disciplinary studies, under the directions from the Vice-Chancellor by giving at least Twenty-one days' notice.
- (xi) "Requisitioned Meeting" means a Requisitioned Meeting convened by the Dean of the faculty of Inter-disciplinary studies, under the directions from the Vice-Chancellor on receipt of a requisition in form of a resolution signed by not less than one third sitting members of the Board of University Department and Inter-disciplinary studies.
- (xii) "Teacher" means a person as defined under section 2 (61) of the Act;
- (xiii) "University Department" means a department established and maintained by the university as prescribed by the Statute.
- (xiv) "University Teacher" means a full time teacher appointed by the university which shall include professor of the university Department or senior Professor.
- (xv) "Vice-Chancellor" means a person so appointed as the Vice-Chancellor as per Section 11(4) of the Act.

4. (a) The meeting of the Board of University Departments and Inter-Disciplinary Studies shall be convened by the Dean of the faculty of Inter-disciplinary studies under the orders of the Pro-Vice-Chancellor.

Provided that the Pro-Vice-Chancellor may convene an Emergent meeting of the Board of University Departments and Inter-Disciplinary Studies to consider any matter(s), within its purview.

Provided further that the Pro-Vice-Chancellor shall, upon a requisition in writing signed by not less than one third of the number of sitting members of the Board, convene a requisition Meeting of the Board to consider any particular matter(s) within its purview. When such a requisition is made, the Pro-Vice-Chancellor shall within three days from the date of receipt of the notice first decide whether particular matters(s) stated in the Requisition Meeting notice is or not within the purview of the Board. when the Pro-Vice-Chancellor decides that the matter(s) stated in the Requisition meeting notice is in the purview of the Board, then he shall, within seven days from the date of receipt of the Requisition meeting notice, direct the Dean of the faculty of Inter-Disciplinary studies to convene such meeting, giving notice required as per para 5 (ii) of this Direction.

5. (i) The Dean of the faculty of Inter-Disciplinary studies shall be the member secretary of the Board, who shall issue notice(s) of the meeting(s), record faithfully the minutes of the proceedings and discharge such other

functions and duties as are required to be performed by the Secretary of the Board.

- (ii) A minimum of Twenty-one days' notice of the date, time and venue of the meeting shall be given by the Dean of the faculty of Inter-Disciplinary studies

Provided that in case of an emergent meeting such previous notice shall be given as circumstances in each case may permit;

Provides further that in case of a Requisition meeting 10 days' notice of the date, time and venue of the meeting shall be given by Dean of the faculty of Inter-Disciplinary studies

6. The Agenda papers along with all relevant enclosures shall be dispatched Ten days before the actual date of the meeting other than an Emergent Meeting/Requisition meeting.

Provided that in case of an Emergent/Requisition meeting agenda paper(s) and relevant enclosure(s) shall be dispatched to each member along with the notice of an emergent /Requisition meeting.

7. No business shall be transacted at a meeting other than that specified in the Agenda.

Provided that only at the Regular Meeting any business, not specified in the Agenda, may be brought forward by any member with the permission of the chair and the majority of members present at the meeting.

8. (a) The Pro-Vice-Chancellor shall preside over every meeting of the Board of University Departments and Inter-Disciplinary Studies.

Provided that in absence of the Pro-Vice-Chancellor, the Members present shall nominate the working Chairperson from amongst themselves excluding the Secretary, limited to that meeting.

- (b) The Pro-Vice-Chancellor may temporarily vacate the Chair if he so desires during the meeting. The Pro-Vice-Chancellor shall nominate the member present to be the Chairperson during his absence as working Chairperson, who shall exercise all such rights and powers vested with the Chairperson.

9. At every Regular meeting, if it is a part of the business to be transacted, it shall be taken in the following order, unless the meeting, by special vote, otherwise determines: -

- (i) Nomination of the working Chairperson, if require, as provided under para 8(a) of this Direction.

- (ii) Confirmation and then counter signing of the minutes of the previous meeting or adjourned meeting by the Chairperson, as the case may be.

- (iii) Action Taken Report (S) on the Minute(s) of the Previous Meeting including an Adjourned Meeting, if any.
- (iv) Deferred and postponed items of the previous meeting(s).
- (v) Election/Nomination/ appointment by Board of University Departments and Inter-Disciplinary Studies on any Authority/body/Statutory Committee as per the provisions of the Act and such other appropriate acts, if it is a part of the business to be transacted at the meeting.
- (vi) Consider to devise long term policy and strategy for promotion of quality postgraduate education on university campus;
- (vii) Consider to prepare a comprehensive development plan for post-graduate education in university departments;
- (viii) Consider to work on annual financial estimates (budget) for university departments;
- (ix) Consider to co-ordinate the research and development activities with the Board of Research;
- (x) Consider to establish linkages with foreign and Indian premier teaching and research and development institutions or universities for strengthening of teaching and research and development activities on the campus of the university;
- (xi) Consider to work in tandem with the Board of National and International Linkages to collaborate with national and international agencies, universities (including deemed or self-financed universities) and institutions for sharing of academic resources, running joint teaching programmes, running joint degree programmes with national and international universities or institutions;
- (xii) Consider to promote interdisciplinary teaching programmes on the campus by coordinating amongst teachers and also to make policy for sharing of academic and research and development infrastructure;
- (xiii) Consider to promote the choice based credit system in the university departments, the affiliated colleges and recognized institutions;
- (xiv) Consider to work out and initiate use of technology in delivery of education;
- (xv) Consider to promote the face-to-face and e-learning process in classroom teaching, use of mini-research and maxi research projects as an integral part of postgraduate learning;
- (xvi) Consider to initiate new approaches and methodology for assessing learning by students as a continuous online process;
- (xvii) Consider to recommend to the Vice-Chancellor,—
  - (i) the posts of university teachers (including aided posts and the posts for the purposes of sub-section (2) of section 8) to be filled by selection, who possess the prescribed minimum and additional qualification ;

- (ii) emoluments and the number of posts to be filled ; and
- (iii) the number of posts under sub-clause (i), which may be reserved for the persons belonging to the Scheduled Castes or Scheduled Tribes, Vimukta Jatis (De-Notified Tribes) or Nomadic Tribes or Other Backward Classes.


(xviii) Consider to undertake any other task as may be assigned by the university authorities to carry out the objectives of the Board of University Departments and Interdisciplinary Studies and of the university.

10. Proposition(s)/Resolution(s) to be laid before the meeting for its consideration by any member(s) must be received in the Office of the Dean of the faculty of Inter-Disciplinary Studies Fifteen days before the date of a meeting other than the Emergent/Requisition meeting.
- Provided that votes of thanks, message(s) of Congratulation(s) or Condolence(s), address(s) and any other matter(s) of like nature may be moved from the chair or a member with the permission of the chair without previous notice.
11. A meeting may be adjourned to any day in order to complete unfinished business/agenda. Notice of such Adjourned Meeting shall be sent to all the members.
12. (i) All actions of authority done and all questions arising before the meeting shall be decided by the majority of the members present and voting thereon at the meeting.  
(ii) The Chairperson shall have a vote and casting vote.
13. (i) Not less than one Third of the number of sitting members of the Board shall form a quorum.  
(ii) If the quorum is not present, Fifteen minutes after the advertised time of the meeting, the Pro-Vice-Chancellor, if present, and if absent, the Secretary shall adjourn the meeting to such hour on the same date or to such date and hour as he may specify.  
(iii) Such adjournment shall be recorded by the Secretary and signed by the Pro-Vice-Chancellor, if present, and if absent, by the Secretary himself;  
(iv) No quorum shall be required for the adjourned meeting.
14. There shall be not less than three meetings of the Board in a year.
15. The minutes of the Proceedings of every meeting of the Board shall be drawn by the Secretary and Counter signed by the Chairperson.
16. The paras related to the admissibility of resolution(s) moved by the member, the discussion to be held on the matter(s) at the meeting, nomination(s)

made on any Authority(s)/ Body(s)/Committee(s) by the Board shall be regulated by the chairperson in accordance with the various paras laid down in the Direction/Statute providing for the Rules of procedure for conduct of business at meetings of the senate, in so far as they are applicable.

Gadchiroli.

Date : 29/06/2018

  
(Dr. N. V. Kalyankar)  
Vice-Chancellor