

Direction No. 22 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 POST GRADUATE EDUCATION IN COLLEGES 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 1st March 2017 (hereinafter referred to as the Act);

AND

Whereas, the Act has repealed the Maharashtra Universities Act, 1994 with effect from 1st March 2017;

AND

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

AND

Whereas, the Board of Post graduate education in colleges is the authority of the university as per provision made under section 26(9) of the Act;

AND

Whereas, constitution of the Board of Post graduate education in colleges is provided under provision of section 44(3) of the Act;

AND

Whereas, section 44(2) of the Act provides that the Board of Post graduate education in colleges shall meet not less than four times in 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 of Post graduate education in colleges being an authority of the University, the business at the meetings of the Board of Post graduate education in colleges is required to be regulated by the Rules of procedure for conduct of business at the meetings 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 of Post graduate education in colleges 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 of Post graduate education in colleges 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) "Authority" means an authority of the University as specified by or under section 26 of the Act.
 - (ii) 'Bodies' means Bodies of the University formed by the respective authorities.
 - (iii) 'Deans of faculties' means the persons appointed as Deans of the faculties concerned by the Vice-Chancellor under provision of section 15(2) of the Act.
 - (iv) 'Director of sub-campus' means a person so appointed by the Vice-Chancellor as Director of sub-campus under provision of section 19 (3) of the Act;
 - (v) "Emergent Meeting" means an Emergent Meeting convened by the Deputy Registrar, Administrative section concerned, under the directions from the Pro-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) "Pro-Vice Chancellor" means a person so appointed as Pro-Vice-Chancellor by the Chancellor as per section 13(6) of the Act.
- (viii) "Regular meeting" means regularly convened meeting by Deputy Registrar, Administrative section concerned, under the directions from the Pro-Vice-Chancellor by giving atleast Twenty-one days' notice.
- (ix) "Requisitioned Meeting" means a Requisitioned Meeting convened by Deputy Registrar, Administrative section concerned, under the directions from the Pro-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 Post graduate education in colleges.
- (x) "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 Post graduate education in colleges. shall be convened by Deputy Registrar, Administrative section concerned, under the orders of the Pro-Vice-Chancellor.

Provided that the Pro-Vice-Chancellor may convene an Emergent meeting of the Board of Post graduate education in colleges 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 Deputy Registrar, Administrative section concerned, to convene such meeting, giving notice required as per para 5 (ii) of this Direction.

5.(i) The Deputy Registrar, Administrative section concerned shall be the 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 Deputy Registrar, Administrative section concerned.
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 Deputy Registrar, Administrative section concerned.
- 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 Post graduate education in colleges.
Provided that in absence of the Pro-Vice-Chancellor, the Members present shall nominate the working Chairperson from amongst themselves, 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 the Board 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 recommend creation of a new post-graduate centre in a particular discipline or a new course in the existing post-graduate centre in an affiliated college ;
 - (vii) Consider to create synergy for the growth of the post-graduate centers at district level through district sub-campus ;
 - (viii) Consider to initiate and encourage the use of technology in a blended form of education in the post-graduate centers;
 - (ix) Consider to propagate and keep track of quality enhancement in post-graduate centers by initiating teachers capacity enhancement activities;
 - (X) Consider to initiate research and development activities in post-graduate centers;
 - (xi) Consider to undertake any other task as may be assigned by the university authorities so as to carry out objectives of the Board of Post-Graduate Education in Colleges
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 Deputy Registrar, concerned, 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 four 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 : 30/06/2018


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