



Direction No. 28 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 INFORMATION TECHNOLOGY 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Whereas, the Act has repealed the Maharashtra Universities Act, 1994 with effect from 1st March 2017;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 Information technology is the authority of the university as per provision made under section 26(12) of the Act;

AND

Whereas, constitution of the Board of Information technology is provided under provision of section 49 (3) of the Act;

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 Information technology being an authority of the University, the business at the meetings of the Board is required to be regulated by the Rules of procedure for conduct of business at the meetings to be prescribed under the Statutes;

AND

Whereas, the process and procedure of making statute is time consuming;

AND

Whereas, the meeting of the Board of Information technology 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 of Information Technology 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) "Dean of faculty" means a person appointed to be so as Dean of the faculty concerned by the Vice-Chancellor under provision of Section 15 (2) of the Act'
 - (iii) "Director, Board of Examination and Evaluation" means a person so appointed as Director, Board of Examination and Evaluation as per provision made under section 17 (3) of the Act;
 - (iv) "Faculty of Science & Technology" means the faculty provided under section 34 (2)(i) of the act;
 - (v) "Finance and Accounts Officer" means a person so appointed as Finance and Accounts officer as provided under section 18 (4) of the act;
 - (vi) "Pro-Vice Chancellor" means a person so appointed as Pro-Vice-Chancellor by the Chancellor as per section 13(6) of the Act.
 - (vii) "Registrar" means a person so appointed as a Registrar as provided under section 14 (3) of the Act;
 - (viii) "University Department" means a department established and maintained by the university as prescribed by the Statutes;
 - (ix) "university teacher" means a full time teacher appointed by the university which shall include professor of university department.
 - (x) "Vice-Chancellor" means a person so appointed as Vice-Chancellor as per Section 11(4) of the Act.
4. (a) The meeting of the Board of Information technology shall be convened by the Director, the faculty of Science & Technology on the order of the Vice-Chancellor.
- (b) The Vice-Chancellor shall have the powers to convene an Emergent meeting of the Board, if required to consider any matter(s) within its perview.

Provided that the Vice-Chancellor shall, upon requisition in writing signed by not less than one third of the number of sitting members of the Board,

convene a requisitioned Meeting of the Board to consider any particular matter(s) within its purview. When such a requisition is made, the 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 Vice-Chancellor decides that the matter(s) stated in the Requisition meeting notice is in the perview of the Board, then he shall, within seven days from the date of receipt of the Requisition meeting notice, direct the Director to convene such meeting, giving notice required as per para 5 of this Direction.

5. A minimum of Twenty one days' notice of the date, time and venue of the meeting of the Board shall be given by the Dean of the faculty of Science & Technology who shall act as a secretary for the meeting.

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 an Requisition meeting 10 days notice of the date, time and venue of the meeting shall be given by the Dean.

6. At every 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 votes otherwise determines:-

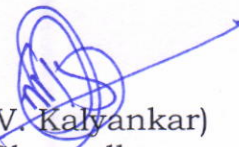
- (i) Nomination of the working Chairperson if required, as provided under para 11 of this Direction.
- (ii) Confirmation of the minutes of the previous meeting / adjourned meeting.
- (iii) Action Taken Report (S) on the Minute(s) of the Previous Meeting including an Adjourned Meeting, if any.
- (iv) Deferred and postponed items of the previous meeting(s).
- (v) Consider to plan information technology services through information technology infrastructure;
- (vi) Consider to decide the annual budget of the university for creating technology related infrastructure;
- (vii) Consider to devise strategy for creation of virtual classrooms and laboratory infrastructure;
- (viii) Consider to lay down the policy for networking in the various campuses of the university;
- (ix) Consider to lay down the policy for generating financial resources in the field of higher education, research and development and allied projects or programmes;
- (x) Consider to advise and assist the university to create inter-university and intra university networks for connecting university administration, departments and colleges;
- (xi) Consider to assist the university to be part of the national knowledge grid;
- (xii) Consider to assist the university network, for connecting it with other universities in the State;
- (xiii) Consider to ensure quality and efficiency in the various levels of information technology infrastructure and services within parameters defined by the university;

- (xiv) Consider to devise a policy and strategy plan for use of technology in all aspects connected with academics, evaluation, finances and administration;
 - (xv) Consider to monitor use of technology in administration, finances and evaluation activities of the university;
 - (xvi) Consider to devise strategy and technology, financial requirement and operative level mechanism for use of information-flow-line for integrating face-to-face and e-learning objects and also for creation of virtual lecture and laboratory infrastructure;
 - (xvii) Consider to work out an approach and operating plan for creation of a repository of data on students, teachers, technical and other staff and other relevant information;
 - (xviii) Consider to advise on purchase of software, hardware and networking for university departments and university system as a whole;
 - (xix) Consider to assist and advise the use of technology in blended learning, making of e-learning objects, and teachers training in use of multi-media;
 - (xx) Consider to work out appropriate policy and procedure for creation of a Data Repository Cell for creation, up-gradation and maintenance of data on students, teachers as well as other staff members in the institutions and give a Unique Identification Number;
 - (xxi) Consider to undertake any other task as may be assigned by the university authorities so as to carry out objectives of the Board of Information Technology.
7. Proposition(s)/Resolution(s) to be laid before the meeting for its consideration by any member(s) must be received in the Deans Office Fifteen days before the date of the meeting.
 8. The Agenda papers along with all relevant enclosures shall be dispatched atleast ten days before the date of the meeting other than an Emergent meeting.
Provided that in case of an Emergent meeting/requisition meeting, agenda paper(s) and relevant enclosure(s) shall be dispatched to each member along with a notice of an Emergent Meeting/requisition meeting.
 9. Not less than one Third number of the sitting members of the Board shall form a quorum;
 - 10.(a) If the quorum is not present, fifteen minutes after the advertised time of the meeting, the meeting shall be held on the same day, at the same place.
 - (b) No quorum shall be necessary for an adjourned meeting.
 11. The Vice-Chancellor shall preside over every meeting of the Board.
Provided that if the Vice-Chancellor is absent, the Pro-Vice-Chancellor shall preside over the meeting and if both are absent the members present shall nominate the working Chairperson amongst themselves. The Chairperson so nominated shall be limited to that meeting.
 12. (a) All actions of the Board done and all question arising before the meeting shall be decided by the majority of the members present and voting thereon at the meeting.
 - (b) The Vice-Chancellor/ Pro-Vice-Chancellor /Working Chairperson, as the case may be, shall have a vote and a casting vote.

13. The meeting may be adjourned to any day and time in order to complete unfinished business/agenda. Notice of such adjourned meeting shall be sent only to the absent members.
14. There shall be not less than three meetings of the Board in a year.
15. The proceedings of the Board shall be faithfully recorded by the Dean, and shall be signed by the Vice-Chancellor/ Pro-Vice-Chancellor/ working Chairperson, as the case may be, who shall maintain its confidentiality pending its notification by the Registrar.
16. All proceedings of the Board except such as are printed in its minutes shall be confidential pending to its notification by the Registrar.
17. Copies of the minutes shall be circulated to all the members, within fifteen days from the date of meeting.
18. In absence of the Dean of faculty of science and technology, the Registrar shall make the arrangement for the secretarial assistance required during the meeting by nominating a person not below the rank of Deputy Registrar as a Secretary for the meeting.

Gadchiroli.

Date : 21/07/2018


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