



Direction No. 29 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 SUB-CAMPUSES OF THE UNIVERSITY 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Whereas, the Act has repealed the Maharashtra Universities Act, 1994 with effect from 1st March 2017;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 Sub-campuses of the university is the authority of the university as per provision made under section 26(6) of the Act;

AND

Whereas, constitution of the Board of Sub-campuses of the university is provided under provision of section 38 (1) 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 Sub-campuses of the university 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 Sub-campuses 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 Sub-campuses of the university 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) "Autonomous college" means a college to which autonomy is granted and is designated to be so by the statute.
 - (iii) "College" means a college affiliated to the university, situated in the university area or jurisdiction;
 - (iv) "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'
 - (v) "Director of Board of Examinations and evaluation" means a person appointed by the Vice-Chancellor as Director of Board of Examinations and evaluation under provision of section 17(3) of the Act.
 - (vi) "Director of Innovation, Incubation and linkages" means a person so appointed as Director, Innovation, Incubation and linkages as per provision made under section 20 (3) of the Act;
 - (vii) 'Director of Students' Development' means a person so nominated by the Vice-Chancellor as Director of Students' Development under provision of section 23 (a)(1) of the Act.
 - (viii) "Director of Sports and Physical Education" means a person so appointed as Director of Sports and Physical Education by the Vice-Chancellor under provision of section 24 (3) of the Act;
 - (ix) "Director of Sub-Campus" means a person so appointed as Director of Sub-campus of the university by the Vice-Chancellor under provision of section 19 (3) of the Act;
 - (x) "Finance and Accounts officer" means a person so appointed as Finance and Accounts officer by the Vice-Chancellor under provision of section 18 (4) of the Act;

- (xi) "Management Council" means the Management Council constituted under provision of section 30 (4) of the Act;
- (xii) "Principal" means a teacher who is duly approved as a principal by the university.
- (xiii) "Pro-Vice Chancellor" means a person so appointed as Pro-Vice-Chancellor by the Chancellor as per section 13(6) of the Act.
- (xiv) "Representative of Management" means a person to be elected from among the collegium of management representatives of the affiliated colleges or institutions;
- (xv) "Registrar" means a person so appointed as Registrar by the Vice-Chancellor under provision of section 14 (3) of the Act;
- (xvi) "Teacher" means a person as defined under provision of section 2 (61) of the Act;
- (xvii) "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 Sub-Campus of the university shall be convened by the Registrar on the order of the Pro-Vice-Chancellor.
- (b) The Pro-Vice-Chancellor shall have the powers to convene an Emergent meeting of the Board, if required to consider any matter(s) within its purview.

Provided that the Pro-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 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 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 Registrar 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 Registrar 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 Requisition meeting 10 days notice of the date, time and venue of the meeting shall be given by the Registrar.

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 co-ordinate the under-graduate and post-graduate educational activities in the district;
- (vi)** Consider to ensure implementation of various academic, administrative and governance mechanisms of the parent university;
- (vii)** Consider to co-ordinate the intra-institutional and inter-institutional information and communication technology linkages among the institutions of higher education in the district;
- (viii)** Consider to carry out in association with colleges workshops and training programmes for the benefit of teachers and non-teaching employees;
- (ix)** Consider to co-ordinate the examination and evaluation related activities in the district;
- (x)** Consider to co-ordinate creation of research plans, development plans and other fund raising activities for the colleges and institutions in the district and establish links with the central office of the parent university;
- (xi)** Consider to co-ordinate teaching and learning activities at post-graduate level amongst the colleges and institutions, and render necessary assistance in this regard;
- (xii)** Consider to work as a district level gateway of the university for all academic and administrative tasks of students, research students, teachers, supporting staff and other members of the society;
- (xiii)** Consider to prepare financial needs and annual financial estimates (budget) for the financial year and submit it to the central office of the parent university;
- (xiv)** Consider to undertake any other task as may be assigned by the university authorities so as to carry out objectives of the university.

7. Proposition(s)/Resolution(s) to be laid before the meeting for its consideration by any member(s) must be received in the Registrar's Office Fifteen days before the date of the meeting.

8. The Agenda papers along with all relevant enclosures shall be dispatched at least 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 Pro-Vice-Chancellor shall preside over every meeting of the Board.

Provided that if the Pro-Vice-Chancellor is 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 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 at least three meetings of the Board in a year.

15. The proceedings of the Board shall be faithfully recorded by the Registrar and shall be signed by Pro-Vice-Chancellor/ working Chairperson, as the case may be, who shall maintain its confidentiality pending its notification.

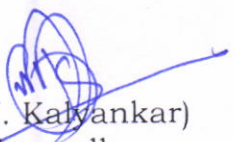
16. All proceedings of the Board except such as are printed in its minutes shall be confidential pending to its notification.

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 Registrar, he 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 : 21/7/2018


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