



Direction No. 33 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 FOR INNOVATION, INCUBATION AND ENTERPRISE 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Whereas, the Act has repealed the Maharashtra Universities Act, 1994 with effect from 1st March 2017;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 for Innovation, Incubation and Enterprise is the authority of the university as per provision made under section 26(14) of the Act;

AND

Whereas, constitution of the Board for Innovation, Incubation and Enterprise is provided under provision of section 53 (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 for Innovation, Incubation and Enterprise 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 for Innovation, Incubation and Enterprise 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 for Innovation, Incubation and Enterprise 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) "College" means a college, affiliated to the university situated in the university area or jurisdiction.
 - (iii) "Dean of the 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'.
 - (iv) Director, 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;
 - (v) "Pro-Vice Chancellor" means a person so appointed as Pro-Vice-Chancellor by the Chancellor as per section 13(6) of the Act.
 - (vi) 'Teacher', means a person as defined under section 2(61) of the Act.
 - (vii) "University Department" means a department established and maintained by the university as prescribed by the Statutes;
 - (viii) 'University Institution' means a center, a School or an institute established and maintained by the university.
 - (ix) "university teacher" means a full time teacher appointed by the university.
 - (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 for Innovation, Incubation and Enterprise shall be convened by the Director, Innovation, Incubation and linkages 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 purview.

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 purview 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 Director, Innovation, Incubation and linkages 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 Director, Innovation, Incubation and linkages.


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 create synergy at policy and operative level mechanism for co-existence and co-operation between various research and development activities in university departments, colleges and various industries in the State and in other States;
 - (vi) Consider to create synergy through operative policy mechanism and support system for incubation of good ideas such as product, process, service and innovation, into a scalable mode so as to establish small, medium and large industries;
 - (vii) Consider to establish a system to support protection of intellectual property rights at national and global level;
 - (viii) Consider to establish a system so as to guide and help young entrepreneurs in operational, legal, business model creation and financial support;
 - (ix) Consider to project and plan the activities to be carried out by the Centre for Innovation, Incubation and Enterprise;
 - (x) Consider to prepare annual programmes of activities of the Centre for Innovation, Incubation and Enterprise and review the same periodically;
 - (xi) Consider to prepare the annual budget of the Centre for Innovation, Incubation and Enterprise;
 - (xii) Consider to oversee and monitor the activities of the Centre for Innovation, Incubation and Enterprise;
 - (xiii) Consider to submit an annual report of working of Centre for Innovation, Incubation and Enterprise to the Management Council;
 - (xiv) Consider to undertake any other task as may be assigned by the university authorities to carry out the objectives of the Board for Innovation, Incubation and Enterprise.
7. Proposition(s)/Resolution(s) to be laid before the meeting for its consideration by any member(s) must be received in the Director'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 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 minimum three meetings of the Board in a year.
15. The proceedings of the Board shall be faithfully recorded by the Director, 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 Director, Innovation, Incubation and linkages, 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 : 21/08/2018


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