



# GONDWANA UNIVERSITY GADCHIROLI

## Ordinance No. 91 of 2017

### CIRCULATION OF ENCLOSURES FOR THE ACADEMIC COUNCIL MEETINGS, ORDINANCE, 2017

Whereas it is necessary to regulate the circulation of enclosures to different items placed on the Agenda of the Academic Council Meetings;

AND

Whereas there is no ordinance in this behalf, now therefore for the purpose hereinafter appearing, the following ordinance is made by the Management Council:-

1. All the enclosures, to different items on the Agenda of the Academic Council Meetings, shall be circulated in the form of a paper book.
2. Each paper book shall consist of such enclosures as may be included in it by the Registrar, and the pages in each paper book shall be arranged in the following manner:-
  - (a) All the cyclostyled/computerised pages numbered as per the Ordinance providing for the scheme of numbering of cyclostyled/computerised pages shall be first arranged in alphabetical order and in each alphabet the pages shall be arranged in its numerical order.
  - (b) Pages, if any, not numbered as per the scheme of Numbering of Cyclostyled/ computerised pages shall be included in a separate paper book and all such pages in that book shall have a continuous page numbering.  
Provided that in case Registrar feels it necessary to include such pages(not numbered as per the Scheme) in the Book of Enclosures containing pages numbered as per the Scheme, he may include them in serial Order in the beginning of that book.
3. Each paper book of enclosures shall have a paper book number, and the year mentioned on the cover page of the paper book.
4. These paper books shall be serially numbered during the Calender year.
5. Cover page of each paper book shall contain the information as mentioned in Appendix 'A'.
6. "Content Page" Shall be inserted after cover page in each paper book and shall contain information as mentioned in Appendix 'B'
7. Content Page of each paper book shall also be circulated in Agenda papers.
8. Each item on the Agneda, having enclosures, shall have a underlined remark referring to the Book No. concerned.

### **(Statement of Object and reasons)**

To regulate the circulation of enclosures for the Academic Council meetings, it is necessary to introduce the scheme for proper circulation of enclosures to different items placed on the Agenda of the Academic Council meetings, hence this Draft Ordinance is prepared for its making by of the Management Council.

**Appendix 'A'**

Gondwana University, Gadchiroli  
Book of Enclosures  
Academic Council Meeting, Dated: .....  
Book No ..... of 20--

**Appendix 'B'**

**Gondwana University, Gadchiroli**

Book of Enclosures .....contents  
Book No.....of 20--

Academic Council Meeting Date : .....

Order of Pages Included In This Book : .....

Item No.on the Agenda	Heading of the item	Page numbers in this paper Book	Remarks
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Dated .....

Registrar