

Direction No. 16 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 FACULTY 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Whereas, the Act has repealed the Maharashtra Universities Act, 1994 with effect from 1st March 2017;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, Faculty is the authority of the university as per provision made in section 26(4) of the Act;

AND

Whereas, constitution of the Faculty is provided under provision of section 34(4) 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 Faculty being an authority of the University, the business at the meetings of the Management Council 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, Clause(1) of sub-section(2) section 147 of the Maharashtra Public Universities Act, 2016 provides that statutes made under the Maharashtra Universities Act, 1994 in respect of the university shall, in so far as they are not inconsistent with the provisions of the Maharashtra Public Universities Act, 2016 continue to be in force

and be deemed to have been made under the Maharashtra Public Universities Act, 2016, in respect of Gondwana University, Gadchiroli, until they are superseded or modified by the statute made under the Maharashtra Public Universities Act, 2016 ;

AND

Whereas, Statute No. 4 of 2001 in respect of "statute to provide for the procedure to be followed at the meeting of the Management Council" made by the Nagpur University, Nagpur, as per the provision of the Maharashtra Universities Act, 1994 which was assented to by the Hon. Chancellor from 3rd March 2001 vide letter No. CS/NU/STT/43/00/B/(3923)/590 dated 5 the March 2001 is in existence in the university which was made applicable to the Gondwana University, Gadchiroli from the date of its establishment;

AND

Whereas, some provisions made under statute No. 4 of 2001 are inconsistent with the provisions of the Maharashtra Public Universities act, 2016;

AND

Whereas, statute No. 4 of 2001 is required to be amended for removing the inconsistency appearing in its provision with the provisions of the Maharashtra Public Universities Act,2016;

AND

Whereas, the process and procedure of amending statute No. 4 of 2001 is time consuming;

AND

Whereas, the meeting of the Faculties 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 Faculty 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) "Associate Dean" means a person so nominated by the Vice-Chancellor as per section 15(5) of the Act;
 - (iii) 'Chairperson of the Board of Studies' means a person so elected, as the chairperson of the Board of Studies for the subject or a group of subjects comprised in the faculty, as per section 40(2)(d)(i) of the Act.

- (iv) 'Dean of each faculty' means a person appointed as Dean of the faculty concerned by the Vice-Chancellor under provision of section 15(2) of the Act.
 - (v) "Faculty(s)" means Faculty(s) as prescribed by the Statute and comprising of such subjects as are prescribed by the Statute and duly constituted as per section 34(4) of the Act;
 - (vi) "Pro-Vice Chancellor" means a person so appointed by the Chancellor as per section 13(6) of the Act.
 - (vii) "Registrar" means a person so appointed as a Registrar as per Section 14(3) of the Act.
 - (viii) "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 Faculty shall be convened by the Registrar or a person not below the rank of Deputy Registrar nominated by him sometime before the end of November every year and it shall be called as the Annual Meeting of the Faculty.
- (b) The Dean of the Faculty shall have the powers to convene an emergent meeting of the faculty, if required, with the permission of the Vice-Chancellor.
- (c) If any particular matter(s) is/are required to be dealt with by the different faculties, the Registrar shall convene a joint meeting of the concerned faculties.
- (d) The Dean shall, upon requisition in writing signed by not less than one third of the number of sitting members of the faculty, convene a Requisitioned Meeting of the Faculty to consider any particular matter(s) within its purview.
5. A minimum of Fifteen days' notice of the date, time and venue of the meeting of the Faculty shall be given by the Registrar or a person not below the rank of Deputy Registrar nominated by him.

Provided that in case of an emergent meeting such previous meeting notice shall be given as the circumstances in each case may permit;

6. At every Annual meeting, if it is a part of the business to be transacted, it shall be taken in the following order, unless the meeting, by a special vote, otherwise determines: -
- (i) Nomination of the working Chairperson, if required, as provided for under para 11 of this Direction.
 - (ii) Confirmation of minutes.
 - (iii) Consider the report on any matter referred to it by the Management Council, Academic Council or Board of Studies.
 - (iv) Consider to create time bound operative mechanism for implementation of the academic policy decisions.
 - (v) Consider and recommend with modifications, if any, to the Academic Council the matters referred to it by the Board of studies.
 - (vi) Consider to recommend to the Academic Council the course syllabi, course structures and valuation schemes of various courses, as forwarded by the Board of Studies.
 - (vii) Consider to study and certify the curricula made by the autonomous colleges, empowered autonomous colleges or cluster of institutions;

- (viii) Consider to recommend to the Board of Deans the requirements regarding the conduct of post-graduate or under graduate teaching, research, training and instruction, in university departments or institutions, affiliated colleges and recognized institutions, including the manpower requirement.
 - (ix) Consider and recommend to the Board of Deans, new courses, interdisciplinary courses and short-term training programs referred to it by the Board of studies or the Board of University Departments and Inter-disciplinary studies;
 - (x) Consider to ensure that guidelines framed by the Academic Council in relation to teaching, research, training and instruction are implemented;
 - (xi) Consider to plan and organize inter-departmental and inter-faculty programs in consultation with the Board of Deans, Boards of Studies and the Board of University Departments and Inter-Disciplinary Studies;
 - (xii) Consider to recommend to the Academic Staff college and the Academic Council, conduct to refresher and orientation programs for teachers of affiliated colleges and university departments, especially for the revised or newly introduced or inter-disciplinary courses of study, training and advance training, field exposure and deputation;
 - (xiii) Consider to prepare and submit the annual report of the functioning of the faculty to the Vice-Chancellor;
 - (xiv) Consider to undertake any other task in respect of studies and research in relation to the subjects included in the faculty and also in multi-faculties, as may be assigned to it by the university autonomous;
7. Proposition/Resolution to be land before the Annual Meeting for its consideration by any member(s) must be received in the Registrar's office Ten days before the date of the meeting.
8. The Agenda papers along with all relevant enclosures shall be dispatched to each member along with a notice of an Emergent meeting.
- Provided that in case of an Emergent meeting, agenda paper(s) and relevant enclosure(s) shall be dispatched to each member along with a notice of an Emergent Meeting.
9. Not less than one Third number of the sitting members of the Faculty or in the case of joint meeting of the faculties then not less than one third number of the sitting members of the faculties meeting jointly, 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 Dean of the Faculty shall preside over every meeting of the Faculty.
- Provided that if the Dean is absent, the members present shall nominate the working Chairperson from amongst themselves including at a joint meeting of the faculties. The Chairperson so nominated shall be limited to that meeting.

Provided further that in case of a joint meeting of the faculties, the members present in the meeting shall nominate one of the Deans' of the faculties present in the meeting as chairperson for that meeting. If the Deans' of the Faculties are

absent then the members present shall nominate the working chairperson from amongst themselves.

12. (a) All actions of authority 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 Deans/Chairman in case of joint meeting of the faculties, 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. The recommendations made by the Faculty regarding the changes in syllabi to be implemented prospectively in a phasic fashion, shall be recommended exclusively at the Annual meeting. No change(s) shall be recommended in the syllabi which have been already been published by the University for the information for all concern.
15. The proceedings of the Faculty shall be faithfully recorded and shall be signed by the Dean or working Chairperson/Chairperson in case of joint meeting of the faculties who shall maintain its confidentially pending its notification by the Registrar.
16. All proceedings of the Faculty 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 a month from the date of meeting.
18. The Registrar shall make the arrangement for the secretarial assistance required during the meeting by nominating a person not below the rank of Asst. Registrar as a Secretary for the meeting.
19. Statute No. 4 of 2001 shall stand repealed.

Gadchiroli.

Date : 15/08/2018


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