

**Direction No. 17 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 DEANS 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 1<sup>st</sup> March 2017 (hereinafter referred to as the Act);

**AND**

**Whereas,** the Act has repealed the Maharashtra Universities Act, 1994 with effect from 1<sup>st</sup> March 2017;

**AND**

**Whereas,** the Act has been made applicable to the Gondwana University, Gadchiroli with effect from 1<sup>st</sup> March 2017;

**AND**

**Whereas,** the Board of Deans is the authority of the university as per provision made under section 26(5) of the Act;

**AND**

**Whereas,** constitution of the Board of Deans is provided under provision of section 36(2) 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 Deans being an authority of the University, the business at the meetings of the Board of Deans is required to be regulated by the Rules of procedure for conduct of business at the meeting to be prescribed under the Statute;

**AND**

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

**AND**

**Whereas**, the meeting of the Board of Deans 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 Deans 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 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.
  - (iii) "Director of Innovation, Incubation and Linkages" means a person so appointed as Director of Innovation, Incubation and Linkages by the Vice-Chancellor as per section 20 (8) of the Act.
  - (iv) "Faculty(s)" means Faculty(s) as prescribed by the Direction/Statute and comprising of such subjects as are prescribed by the Direction/Statute and duly constituted as per section 34(2) 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) "Registrar" means a person so appointed as a Registrar as per section 14(3) of the Act.
  - (vii) "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 Deans shall be convened by the Registrar or a person not below the rank of Deputy Registrar nominated by him 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 of Deans, if required, with the permission of the Vice-Chancellor.
  - (c) Pro - Vice-Chancellor shall upon requisition in writing signed by not less than one third of the number of sitting members of the Board of Deans, convene a requisitioned Meeting of the Board of Deans 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 Board of Deans shall be given by the Registrar or a person not below the rank of Deputy Registrar nominated by him 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;

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 minutes.

(iii) Consider to make recommendations to the Academic Council for the conduct of post-graduate courses in university departments and post-graduate departments in colleges and recognized institutions;

(iv) to consider and recommend to the Academic Council, new courses, inter-disciplinary courses and short-term training programmes referred to it by the faculty;

(v) Consider to control, regulate and co-ordinate research activities to maintain standards of teaching and research in the university departments and post-graduate departments in colleges and recognized institutions;

(vi) Consider to recommend to the Academic Council, the norms of recognition of post-graduate teachers and research guides in colleges and recognized institutions;

(vii) Consider to grant recognition to the post-graduate teachers and research guides as recommended by the Research and Recognition Committee in accordance with the norms prescribed by the Academic Council;

(viii) Consider to recommend to the Vice-Chancellor recognition of private skills education providers and empowered autonomous skills education colleges by following the procedure as prescribed under the Act;

(ix) to consider and recommend to the Academic Council the proposals submitted by the private skills education providers and empowered autonomous skills development colleges in respect of starting new certificate, diploma, advanced diploma and degree programs and designing the curricula thereof;

(x) Consider to prepare a comprehensive perspective plan of five years for integrating therein the plan of Development in a manner ensuring equitable distribution of facilities for higher education, as per the guidelines framed by the Commission;

(xi) Consider to prepare the annual plan for the location of colleges and institutions of higher learning, in consonance with the perspective plan;

(xii) to conduct academic audit of the university departments, institutions, affiliated colleges, autonomous university departments and institutions, empowered autonomous colleges, cluster of institutions, empowered autonomous skills development colleges and recognized institutions, which shall be carried out by an Academic Audit Committee, having an equal number of internal and external members;

(xiii) Consider to oversee the continuation of affiliation to colleges and continuation of recognition to institutions through a system of academic audit;

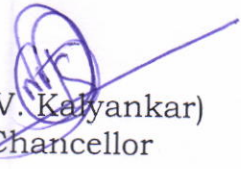


- (xiv) Consider to recommend proposals to the Academic Council for the establishment of conducted colleges, schools, departments, institutions of higher learning, research and specialized studies, academic services units, libraries, laboratories and museums in the university;
  - (xv) consider and make recommendations to the Academic Council for creation of posts of university teachers and non-vocational academic staff required by the university, from the funds of the university and from the funds received from other funding agencies, and prescribe their qualifications, experience and pay-scales;
  - (xvi) Consider to make proposal to the Management Council for the institution of fellowship, travelling fellowship, scholarship, studentship, medals and prizes and make regulations for their award;
  - (xvii) Consider to recommend to the Management Council through the Academic Council, the proposal for the conduct of inter-faculty and area or regional studies, common facilities, such as instrumentation centers, workshops, hobby centers, museums, etc.;
  - (xviii) Consider to recommend to the Academic Council the proposals to prescribe fees, other fees and charges through a Fee Fixation Committee;
  - (xix) Consider to draft Ordinances and place them before the Management Council and the Academic Council as the case may be ;
  - (xx) Consider to draft regulations and place them before the Management Council and the Academic Council, as the case may be, for its approval.
  - (xxi) Consider to appoint a Research and Recognition Committee for each Board of Studies, as provided under section 37(2)(a) of the Act;.
  - (xxii) Consider recommendations of Research and Recongnition committee by following appropriate process, names of Post-Graduate teachers, research scientists in the recognized research and other insitutions, active research and development experts having of not less than ten years experience in research and development laboratories or centres in variety of industries, for recognition as approved research guides;
  - xxiii) Consider to undertake any other task in academic and research and development matters, as may be assigned to it by the Board of Deans, the faculty and the Academic Council.
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 Ten days before the date of the meeting.
  8. The Agenda papers along with all relevant enclosures shall be dispatched/submitted atleast seven days before the date of the meeting other than an Emergent meeting.  
  
Provided that in case of an Emergent meeting, agenda paper(s) and relevant enclosure(s) shall be dispatched/submitted to each member along with a notice of an Emergent Meeting.
  9. Not less than one Third number of the sitting members of the Board of Deans 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 of Deans.  
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 Board of Deans 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 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/ submitted only to the absent members.
14. The proceedings of the Board of Deans shall be faithfully recorded by the Registrar and shall be signed by the Pro-Vice-Chancellor/ working Chairperson who shall maintain its confidentially pending its notification by the Registrar.
15. All proceedings of the Board of Deans except such as are printed in its minutes shall be confidential pending to its notification by the Registrar.
16. Copies of the minutes shall be circulated to all the members, within fifteen days from the date of meeting.
17. The Registrar shall make the arrangement for the secretarial assistance required during the meeting nominating a person not below the rank of Deputy Registrar as a Secretary for the meeting.

Gadchiroli,

Date : 18/06/2018

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