

Direction No. 18 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 EXAMINATIONS AND EVALUATION 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Whereas, the Act has repealed the Maharashtra Universities Act, 1994 with effect from 1st March 2017;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 Examinations and evaluation is the authority of the university as per provision made under section 26(11) of the Act;

AND

Whereas, constitution of the Board of Examinations and evaluation is provided under provision of section 47(3) of the Act;

AND

Whereas, section 47(2) of the Act provides that the Board of Examinations and evaluation shall meet at least twice in an Academic year;

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 Examinations and evaluation being an authority of the University, the business at the meetings of the Board of Examinations and evaluation 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, no statute is assented to by the Chancellor or no Direction is issued by the Vice-Chancellor relating to the matter;

AND

Whereas, preparing of the Statute is time consuming process;

AND

Whereas, the meeting of the Board of Examinations & evaluation 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 Examinations & evaluation 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) "Authority" means an authority of the University as specified by or under section 26 of the Act.
 - (iii) 'Bodies' means Bodies of the University formed by the respective authorities.
 - (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) '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) "Emergent Meeting" means an Emergent Meeting convened by the Registrar, under the directions from the Vice-Chancellor for consideration of such matter(s) as have been construed emergent by giving such previous notice as the circumstances in each case may permit.

- (vii)** "Management Council" means the Management Council duly constituted as per Section 30 (4) of the Act.
- (viii)** "Principal" means a teacher who is duly approved as a principal by the university.
- (ix)** "Pro-Vice Chancellor" means a person so appointed as Pro-Vice-Chancellor by the Chancellor as per section 13(6) of the Act.
- (x)** "Regular meeting" means regularly convened meeting by the Registrar, under the directions from the Vice-Chancellor by giving at least Twenty one days' notice.
- (xi)** "Requisitioned Meeting" means a Requisitioned Meeting convened by the Registrar, under the directions from the Vice-Chancellor on receipt of a requisition in form of a resolution signed by not less than one third sitting members of the Board of Examinations and evaluation.
- (xii)** "Teacher" means a person as defined under section 2 (61) of the Act;
- (xiii)** "University Department" means a department established and maintained by the university as prescribed by the Statute.
- (xiv)** "University Teacher" means a full time teacher appointed by the university which shall include professor of university Department.
- (xv)** "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 Board of Examinations and evaluation shall be convened by the Director, Board of Examinations and evaluation under the orders of the Vice-Chancellor.

Provided that the Vice-Chancellor may convene an Emergent meeting of the Board of Examinations and evaluation to consider any matter(s), within its purview.

Provided further that the Vice-Chancellor shall, upon a requisition in writing signed by not less than one third of the number of sitting members of the Board of Examinations and evaluation, convene a requisition Meeting of the Board of Examinations and evaluation 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 of Examinations and evaluation. When the Vice-Chancellor decides that the matter(s) stated in the Requisition meeting notice is in the purview of the Board of Examinations and evaluation, then he shall, within seven days from the date of receipt of the Requisition meeting notice, direct the Director, Board of Examinations and evaluation to convene such meeting, giving notice required as per para 5 (ii) of this Direction.

5. (i) The Director, Board of Examinations and evaluation shall be the member secretary of the Board of Examinations and evaluation, who shall issue notice(s) of the meeting(s), record faithfully the minutes of the proceedings

and discharge such other functions and duties as are required to be performed by the Secretary of the Board of Examinations and evaluation.

- (ii)** A minimum of Twenty-one days' notice of the date, time and venue of the meeting shall be given by Director, Board of Examinations and evaluation.

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 Director, Board of Examinations and evaluation.

- 6.** The Agenda papers along with all relevant enclosures shall be dispatched Ten days before the actual date of the meeting other than an Emergent Meeting/Requisition meeting.

Provided that in case of an Emergent/Requisition meeting agenda paper(s) and relevant enclosure(s) shall be dispatched to each member along with the notice of an emergent /Requisition meeting.

- 7.** No business shall be transacted at a meeting other than that specified in the Agenda.

Provided that only at the Regular Meeting any business, not specified in the Agenda, may be brought forward by any member with the permission of the chair and the majority of members present at the meeting.

- 8. (a)** The Vice-Chancellor shall preside over every meeting of the Board of Examinations and Evaluation.

Provided that if the Vice-Chancellor is absent, the Pro-Vice Chancellor, if any, shall preside over the meeting.

Provided further that in absence of both the Vice-Chancellor and the Pro Vice-Chancellor, the Members present shall nominate the Chairperson from amongst themselves limited to that meeting.

- (b)** The Vice-Chancellor may temporarily vacate the Chair if he so desires during the meeting. The Pro-Vice-Chancellor, if present, shall preside over the meeting. In case of the absence of the Pro Vice-Chancellor, the Vice-Chancellor shall nominate the member present to be the Chairperson during his absence as working Chairperson, who shall exercise all such rights and powers vested with the Chairperson.

- 9.** At every Regular 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 vote, otherwise determines:-

- (i)** Nomination of the working Chairperson, if require, as provided under para 8(a) of this Direction.

- (ii)** Confirmation and then counter signing of the minutes of the previous meeting or adjourned meeting by the Chairperson, as the case may be.

- (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) Election/Nomination/ appointment by Board of Examinations and evaluation on any Authority/body/Statutory Committee as per the provisions of the Act and such other appropriate acts, if it is a part of the business to be transacted at the meeting.
- (vi) Consider to devise policy, mechanism and operational strategies to do the tasks relating to assessment of performance of students efficiently and in a time bound manner;
- (vii) Consider to ensure proper organization of examinations and tests of the university, including moderation, tabulation, evaluation and timely declaration of results:

Provided that, the Board of Examinations and Evaluation shall, for the purposes of this clause, give effect to the recommendations of the Board of Students' Development and the Board of Sports and Physical Education, regarding alternative arrangements.

- (viii) Consider to prepare the financial estimates relating to examinations and evaluation for incorporation in the annual financial estimates (budget) of the university and shall submit the same to the Finance and Accounts Committee;
- (ix) Consider to arrange for strict vigilance during the conduct of examinations so as to avoid use of unfair means by the students, teachers, invigilators, supervisors, etc.;
- (x) Consider to establish procedures and devise operative mechanism for credit assessment in the modular structure by the teachers and use computer technology for the entire process of assessment and evaluation including creating and effectively using a repository of question banks;
- (xi) *Consider* to ensure that the assessment of answer books for award of degrees, diplomas or certificates shall be done centrally through central assessment system by following system of masking and de-masking of answer books or any other alternative system for ensuring the objective of secrecy;
- (xii) Consider to undertake examination and evaluation reforms in order to make examination and evaluation system more efficient;
- (xiii) Consider to appoint paper-setters, examiners and moderators from amongst the persons included in the panels prepared by the respective Boards of Studies and, where necessary, having regard to the recommendations made by the committee under clause (b) of sub-section (5) of section 48 of the Act,, remove them or debar them;
- (xiv) Consider to approve detailed programme of examinations and evaluation as prepared by the Director, Board of Examinations and Evaluation;

- (xv) Consider the reports of review of results of university examinations forwarded by the Director, Board of Examinations and Evaluation;
- (xvi) Consider to hear and decide the complaints relating to conduct of examinations and evaluation;
- (xvii) Consider to exercise such other powers in relation to examinations and evaluation as may be assigned to it by or under this Act.
- (xviii) Consider to constitute committees for every subject as provided under section 48(3) (a) of the Act to appoint paper setters, examiners and moderators.
- (xix) Consider to constitute a committee of not more than five persons of whom one shall be the Chairperson as provided under section 48(5) of the Act.

10. 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 a meeting other than the Emergent/Requisition meeting.

Provided that votes of thanks, message(s) of Congratulation(s) or Condolence(s), address(s) and any other matter(s) of like nature may be moved from the chair or a member with the permission of the chair without previous notice.

11. A meeting may be adjourned to any day in order to complete unfinished business/agenda. Notice of such Adjourned Meeting shall be sent to all the members.
12. (i) All actions of authority done and all questions arising before the meeting shall be decided by the majority of the members present and voting thereon at the meeting.
(ii) The Chairperson shall have a vote and casting vote.
13. (i) Not less than one Third of the number of sitting members of the Board of Examinations and evaluation shall form a quorum.
(ii) If the quorum is not present, Fifteen minutes after the advertised time of the meeting, the Vice-Chancellor or the Pro Vice-Chancellor as the case may be, if present, and if both are absent, the Director shall adjourn the meeting to such hour on the same date or to such date and hour as he may specify.
(iii) Such adjournment shall be recorded by the Director and signed by the Vice-Chancellor or the Pro-Vice-Chancellor as the case may be, if present, and if both are absent, by the Director himself;
(iv) No quorum shall be required for the adjourned meeting.

14. There shall be not less than two meetings of the Board of Examinations and evaluation in a year.
15. The minutes of the Proceedings of every meeting of the Board of Examinations and evaluation shall be drawn by the Secretary and Counter signed by the Chairperson.
16. The paras related to the admissibility of resolution(s) moved by the member, the discussion to be held on the matter(s) at the meeting, nomination(s) made on any Authority(s)/ Body(s)/Committee(s) by the Board of Examinations and evaluation shall be regulated by the chairperson in accordance with the various paras laid down in the Direction/Statute providing for the Rules of procedure for conduct of business at meetings of the senate, in so far as they are applicable.

Gadchiroli.

Date :

18/08/2018


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