



# GONDWANA UNIVERSITY, GADCHIROLI.

## Direction No. 7 of 2018

### **RULES OF PROCEDURE FOR CONDUCT OF BUSINESS AT THE MEETINGS OF THE BOARDS OF STUDIES COMPRISED IN EACH FACULTY DIRECTION, 2018.**

(Issued u/s 12 (8) of the Maharashtra Public Universities Act, 2016)

**Whereas**, the Maharashtra Public Universities Act, 2016 (Maharashtra Act No. VI of 2017) (hereinafter the 'Act') has come into force in the State of Maharashtra, with effect from 1<sup>st</sup> March 2017, repealing the Maharashtra Universities Act, 1994;

**AND**

**Whereas**, as per section 40 of the Act, there shall be a Board of Studies for every subject or a group of the subjects and by virtue of the provisions of Direction No. - 11 of 2017 issued by the University on 07/07/2017 Boards of Studies have been formulated for various subjects and a group of subjects; comprised in each faculty in the university.

**AND**

**Whereas**, as per provisions of section 26 of the Act, the Boards of Studies are authorities of the University and as per section 69 of the Act a Statute for all the matter with regard to the conduct of business at the meetings of the authorities is required to be passed by the Senate;

**AND**

**Whereas**, rules of procedure for conduct of business at the meetings of authorities of the university, as provided under section 71(5) of the Act, is a subject matter of the statute;

**AND**

**Whereas**, as per section 40 of the Act, in the very first meeting of the Board of Studies co-option of certain members and election of Chairperson of the Board of Studies are required to be made and the Uniform Statute No. 1 of 2017 prescribed by the Government of Maharashtra vide its Notification No. Misc-2016/C.R. 347/Desk-Vishi-3 Date 17<sup>th</sup> May 2017, is silent on the procedure to be followed for co-option of members on the Board of Studies;

**AND**

**Whereas**, Higher and Technical education department Mumbai Vide Notification No. MNS-2016/(347/16)/Ue-3 dated 28<sup>th</sup> April 2017 has prescribed eligibility conditions for being elected as a Chairperson of the Board of studies in the subject or a group of subjects comprised in each faculty in the university and co-opted as a member of the Board of studies in the subject or a group of subjects comprise in each faculty in the university.

**AND**

**Whereas**, Statute making is a time consuming process and there is an urgent need to frame rules of procedure for conduct of business at the meetings of the Board(s) of studies in each faculty.

**Now, therefore, I, Dr. N.V. Kalyankar, Vice-Chancellor,** Gondwana University, Gadchiroli, in exercise of the powers conferred upon me under provision of section 12(8) 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 the Meetings of the Boards of Studies comprised in each faculty Direction, 2018,"
2. This Direction shall come into force from the date of it's issuance.
3. In this Direction, unless the context otherwise requires:-
  - (i) "Act" means the Maharashtra Public Universities Act, 2016.
  - (ii) "Board of Studies" means the Board of Studies for a subject or a group of subjects duly constituted as per Section 40(2) of the Act.
  - (iii) "Chairperson , Board of Studies" means a person so elected as per Section 40(2)(d)(i) of the Act by the Board of Studies from amongst its members.
  - iv) "**Post-Graduate Teacher**" पदव्युत्तर शिक्षक म्हणजे विद्यापीठातील पदव्युत्तर विभागामध्ये जो पुर्ण वेळ अधिव्याख्याता/प्रपाठक/प्राध्यापक म्हणुन कार्यरत आहे तसेच विद्यापीठाशी संलग्नित महाविद्यालयामध्ये पदव्युत्तर विभाग असल्यास व त्या पदव्युत्तर विभागातील शिक्षक जर विद्यापीठ अनुदान आयोगाने ठरवून दिलेल्या निकषानुसार पदव्युत्तर विभागामध्ये पुर्णवेळ अधिव्याख्याता/प्रपाठक/प्राध्यापक म्हणुन कार्यरत असेल व विद्यापीठाने पदव्युत्तर व महाविद्यालयातील पदव्युत्तर विभागातील शिक्षकास पदव्युत्तर शिक्षक म्हणुन मान्यता दिली असेल तर त्यास पदव्युत्तर शिक्षक समजण्यात यावे.
  - (v) "Registrar" means a person so appointed as a Registrar as per Section 14(8) of the Act.
  - (vi) "Vice-Chancellor" means a person so appointed as the Vice-Chancellor as per Section 11(4) of the Act.
- 4.(a) There shall be minimum two meetings of the Board of Studies (for short the "Board") in every academic year of the University and the interval between the two meetings shall not be more than seven months. The first meeting of the Board, as far as possible, shall be held in the month of June and the second meeting shall be held in the month of January. Every proposal for introduction of new course shall be discussed and decided only in the meeting of January.
  - (b) The meeting of the Board of Studies shall be convened by the Registrar or by a person not below the rank of Deputy Registrar nominated by him, in the beginning of the academic session but not later than October every year.
  - (c) If any particular matter(s) is required to be dealt with by the Board of Studies belonging either to the same faculty or different faculties, as the case may be, the Registrar shall convene a joint meeting of the concerned Boards of Studies.
  - (d) The Chairperson of the Board of Studies shall have the power to convene an Emergent Meeting of his/her Board, if required, with the prior permission of the Vice-Chancellor.
  - (e) The Chairperson shall, upon requisition in writing signed by not less than one half of the total number of members of the Board of Studies, convene a requisitioned meeting of the Board with the prior permission

of Vice-Chancellor to consider any particular matter(s) within its purview.

Provided that every requisition for a requisitioned Meeting shall clearly and precisely specify the matter to be discussed and it shall be in the form of a resolution.

5. The Board in its first meeting, held after its constitution, shall transact the following business:-

(a) elect the Chairperson, from amongst its members, who

(i) Shall possess Ph.D. Degree,

(ii) Shall have at least fifteen years teaching experience in aggregate,

(iii) Shall be a post graduate recognised teachers imparting teaching to post graduate students,

(iv) Shall be a recognised Ph.D. Guide under whose supervision, at least two students have been awarded Ph.D. Degree,

(v) Shall have authored / co-authored at least two text books / reference books or shall have published at least three research papers in peer reviewed journals as first / corresponding author,

(vi) Shall have undertaken university examination related work for at least five years in aggregate.

(b) co-opt the head of the department, if required, who is recognized for imparting teaching to post graduate students in an affiliated college or a recognized institution having post graduate teaching in that subject; (Refer Appendix - A appended with this Direction)

(c) co-opt :-

(i) one professor from other university; (Refer Appendix - A appended with this Direction)

(ii) four experts as under:-

(A) a person holding a rank not lower than that of Assistant Director, in national laboratories or institutions; or recognized institutions or industry or experts in the related field having published at least one reference book in the subject, or at least three research papers in recognized national or international journals; (Refer Appendix - A appended with this Direction)

(B) an eminent scholar in the subject; (Refer Appendix - A appended with this Direction)

(C) an eminent person from the subject-related industries or association or professional body; (Refer Appendix - A appended with this Direction)

(D) person having at least ten years working or ownership or advisory or consultancy experience in the field relevant to the subject. (Refer Appendix - A appended with this Direction)

6. At the 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: -

- (a) Nomination of working Chairperson to conduct the business.
  - (b) The election of the Chairperson as per section 40(2)(d)(i) (program of the election shall be declared not less than 20 days before the date of meeting as provided under Appendix – B appended with this Direction.)
  - (c) Co-option as per provision of section 40(2)(a) of the Act.
  - (d) Co-option as per Section 40(2)(d)(ii) and (iii)(A) (B) (C) (D) of the Act.
  - (e) Confirmation of minutes.
  - (f) Consideration of the changes in the syllabi.
  - (g) Recommend the names of persons suitable for appointments of paper setters, examiners and moderators at the University examination in the subject or a group of subjects.
  - (h) Recommend books, including text books, supplementary reading reference books, and other material for such courses of study.
  - (i) Consideration of previous reports regarding the conduct of examinations by the examiners in the subject or a group of subjects and appointment of examiners at the preceding examinations.
  - (j) Consideration of the report(s) of the Sub-Committee(s), appointed by the Board.
  - (k) Any business and motion(s)/resolution(s) moved by the members.
  - (l) Consideration of any matter (s) referred to it by any authority/Body as prescribed in the Act.
  - (m) Consideration of any other matter required to be dealt with by the Board of Studies under the Act/Statute(s)/Ordinance(s)/ and Regulation(s).
- 7.** (a) A minimum of twenty one days notice of the date, time and venue of the first meeting shall be given by the Registrar.
- (b) A minimum of Fifteen days notice of the date, time and venue of the meeting (excluding the first meeting) shall be given by the Registrar or by a person not below the rank of Deputy Registrar nominated by him. Provided that in the case of an Emergent Meeting such previous meeting notice shall be given as the circumstances in each case may permit.
- 8.** 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 clear days before the date of the meeting .
- 9.** The Agenda paper(s) along with all relevant enclosure(s) shall be dispatched at least seven clear 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 to each Member alongwith the notice of an Emergent Meeting.
- 10.** Not less than one third of the sitting members of the Board of Studies or in case of joint meeting of the Boards of Studies shall form a quorum.

11. (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.

12. The Chairperson of the Board of Studies shall preside over every meeting of the Board.

Provided that if the Chairperson of Board of Studies is absent, the members present shall nominate the working Chairperson from amongst themselves. The working Chairperson so nominated, shall be limited to that meeting only.

Provided further that in case of a joint meeting of the Boards of Studies, the members present in the meeting, shall nominate one of the Chairperson of the Boards of Studies present in the meeting as the Chairperson for that meeting. If the Chairpersons of Boards of Studies are absent, then the members present shall nominate the Chairperson from amongst themselves.

13. (a) All actions done or all questions arising before the meeting shall be decided by the majority of the members present and voting thereon at the meeting.

(b) The Chairperson shall have a vote and a casting vote.

14. The meeting may be adjourned to any day and time in order to complete the unfinished business/agenda. Notice of such adjourned meeting shall be sent only to the absent members.

15. The recommendations made by the Board of Studies regarding the changes in syllabi to be implemented prospectively in a phasic fashion, shall be recommended exclusively at the January Meeting. No change(s) shall be recommended in the existing syllabi which have already been published by the University for the information for all concern.

16. The minutes of the meeting of the Board of Studies shall be faithfully recorded and shall be signed by the working Chairperson/Chairperson and the members present at the meeting who shall maintain its confidentiality pending its notification by the Registrar.

17. All proceeding of the Boards of Studies, except such as are printed in its minutes, shall be confidential, pending its notification by the Registrar.

18. Copies of the minutes shall be circulated to all the members, within a month from the date the meeting.

19. The Registrar shall make arrangement for the secretarial assistance required during the first meeting by nominating a person not below the rank of Superintendent as a Secretary for the meeting.

**20. Election of Chairperson of the Board of Studies in the subject or a group of subjects in its first meeting :-**

(a) The Registrar and the returning officer shall prepare a list of members of each Board of studies comprising of the members provided under Section 40 (2) (a), 40(2)(b)(i)(ii)(iii) and 40(2)(c) of the Maharashtra Public Universities Act, 2016.

(b) A minimum of 21 days' notice of the date, time and venue of the first meeting shall be given by the Registrar.

- (c)** The meeting notice shall contain the date, time and venue of the meeting with a mention of election of the Chairperson of the Board of studies in the subject or a group of subject comprised in each faculty in the university.
- (d)** The program for the election of the Chairperson of the Board of studies prepared by the Registrar with reference to Appendix – B appended with this Direction shall be enclosed with the meeting notice along with a copies of Appendices C & D appended with this Direction and the list of the members of the Board.
- (e)** Eligibility conditions for election of the Chairperson of the Board of studies in the subject or a group of subjects comprised in each faculty in the university shall be as provided under clause (a) of para 5 of this Direction.
- (f)** Program to conduct the election of the Chairperson of the Board of studies at the meeting of the said Board of studies shall be as provided in the Schedule under Appendix – B appended with this Direction.
- (g) (i)** There shall be a Nomination paper for nominating the candidate to the election of the Chairperson of the Board of studies at the meeting which is provided under Appendix – C appended with this Direction.
- (ii)** Nomination Paper shall be dated and signed by two electors entitled to vote and shall contain dates, Names in full, address of the candidate and voter numbers of signatories and of the candidate to be nominated.
- (iii)** No person shall be nominated as a candidate for the election of the Chairperson of the Board of Studies unless he/she signifies his/her consent under his/her signature and date on the Nomination Paper.
- (iv)** No candidate shall either propose or second his/her own Nomination Paper.

Provided that, in case there are less than three voters, a candidate himself/herself may propose and second his/her own Nomination Paper.

- (v)** The same electoral may sign as proposer and/or seconder as many Nomination Papers as there are vacancies to be filled.
- (vi)** Nomination Papers signed by the same proposer and/or by the same seconder for the same candidate shall be treated as one.
- (vii)** A Nomination paper which does not comply with all requirements herein mentioned shall be invalid and it shall be rejected.
- (viii)** Each candidate shall be nominated by a separate Nomination Paper.
- (ix)** Every Nomination Paper shall be submitted in person or through a person authorized by him/her in writing to the Registrar so as to reach him not later than the time and the last date fixed for receiving nomination papers of candidate(s).
- (x)** Nomination paper received by the Registrar later than the time on the last date fixed shall be rejected.
- (xi)** The Registrar shall issue the receipt of Nomination Paper(s) mentioning the date and time.
- (h) (a)** On the date and time appointed for scrutinee of Nomination Papers, a candidate, his/her proposer and/ or seconder may attend at the office of the Registrar who shall allow them to inspect the Nomination Papers of all the candidates so received for the said Board of Studies.

**(b)** The Registrar or a person nominated by him shall scrutinize the Nomination Papers and shall decide all objections, if any, to the Nomination Papers. The Registrar shall reject either sue-moto or on such objections, any Nomination Paper which does not comply with the provisions of this Directions and attracts the provision of section 64 of the Act. While considering the rejection of Nomination Paper under the provision of section 64 of the Act, there should be written proof duly authenticated by the competent legal authority in that behalf. The decision of the Registrar shall be endorsed on the

Nomination Paper. Any appeal against the decision of the Registrar shall be addressed to the Vice-Chancellor whose decision shall be final.

- (i)** Immediately after the Nomination papers for an election have been scrutinized and decision accepting and rejecting them has been recorded, the Registrar shall prepare a list of validly nominated candidate(s) and publish it on the election portal of the university and on the designated notice board of his office.
- (j)** **(a)** Any candidate may withdraw his/her candidature by notice in writing signed by him/her in person or through a person authorized by him/her in writing and shall deliver it to the Registrar in the proforma provided under Appendix – D appended with this Direction before the time and last date fixed for submitting the notice of withdrawal of the candidature.

**(b)** No person who has submitted a notice of withdrawal for his/her candidature shall be allowed to cancel the said notice of withdrawal.
- (k)** Immediately after the expiry of the time and date for withdrawal of the candidature, the Registrar shall publish name(s) of contesting candidates, that is to say, candidates whose names are included in the list of validly nominated candidates and who have not withdrawn their candidature within the period provided for the said purpose.
- (l)** **(a)** If the number of candidate is equal to the number of vacancy to be filled, such candidate shall be declared elected by the Secretary in the meeting of the Board of Studies.

**(b)** If the number of candidate exceeds the number of vacancy, voting shall take place in the manner prescribed under Uniform Statute No. 1 of 2017 in respect of “The Maharashtra Public Universities (Procedure for conduct of elections to various authorities and bodies of the university) Uniform Statute, 2017.

**(c)** The Secretary of the meeting shall request the members present in the meeting for nominating a person amongst them self to work as a working Chairperson for the meeting and shall distribute voting papers provided under Appendix – E appended with this Direction to the members present in the meeting.
- (m)** **(a)** All the proceedings of counting of vote shall be conducted by the working Chairperson with the assistance of the Secretary for the meeting.

**(b)** Every candidate and/or his/her proposer and/ or his/her seconder shall have right to present at the proceedings, provided that no disturbance of the proceedings is caused thereby.

**(c)** Every election where poll is taken, the vote shall be counted by or under the supervision of the Secretary and the presiding officer.

**(d)** If candidates for the election of the Chairperson of the said Board of studies have secured equal number of votes, lots shall be drawn by the working Chairperson of the meeting and the candidate(s) whose lot(s) shall be drawn be treated as eliminated from the poll.

**(e)** The result of the election shall be declared in the meeting by the Presiding officer with the approval of the working Chairperson of the meeting.
- (n)** **(a)** If the secretary of the meeting has declared the name of the Chairperson who has been elected as a Chairperson of the Board without taking poll, he/she shall request the said Chairperson to occupy the Chair and transact the business of Co-optation of persons on the said Board of Studies as provided under the Act.

- (b)** If Nomination Paper of any candidate is not received or received but not found valid, the Secretary shall request the members present in the meeting to nominate working Chairperson for the meeting to transact the business of Co-option of persons as a members of the said Board of Studies as provided under the Act.

Provided that, the working Chairperson to be nominated by the members present in the meeting shall not be a proposer and or seconder for a candidate to be nominated for co-option in any category provided under the Act.

- 21.** Co-options of the persons to the Board of studies in the subject or a group of subjects in its first meeting.

**(a)** The Registrar and the returning officer shall prepare a list of members of each Board of studies comprising of the members provided under Section 40 (2) (a), 40(2)(b)(i)(ii)(iii) and 40(2)(c) of the Maharashtra Public Universities Act, 2016.

**(b)** A minimum of 21 days' notice of the date, time and venue of the first meeting shall be given by the Registrar.

**(c)** The meeting notice shall contain the date, time and venue of the meeting with a mention of Co-options to the Board of studies in the subject or a group of subjects comprised in each faculty in the university.

**(d)** Copies of Appendices A, F, G and I appended with this Direction shall be enclosed with the meeting notice alongwith a copy of the list of members of the Board.

**(e)** Eligibility conditions regarding co-options to the Board of studies in the subject or a group of subjects comprised in each faculty in the university shall be as provided under clauses (b) and (c) of para 5 of this Direction.

**(f)** Procedure for co-opting the persons on the Board of studies shall be transacted under the Chairpersonship of the elected Chairperson.

Provided firstly that, if the elected Chairperson could not be available by following the procedure for election of the Chairperson of the Board of Studies, the members present in the meeting shall nominate any member amongst themselves to work as working Chairperson of the meeting who shall transact the business of co-option.

Provided secondly that, if the working chairperson could not be available, the Secretary of the meeting shall transact the procedure of co-option of persons.

Provided thirdly that, the chairperson/working chairperson shall not propose and or second for any person to be co-opted in each category of the co-option.

**(i)** There shall be a common nomination paper for Co-opting the persons to the Board of Studies at the meeting which is provided under Appendix –F appended with this Direction.

**(ii)** Nomination Paper shall be dated and signed by two electors entitled to vote and shall contain dates, Names in full, address of the candidate and voter numbers of signatories.

**(iii)** No person shall be nominated as a candidate for co-option to the Board of Studies unless he/she signifies his/her assent under his/her signature and date on the proforma provided under Appendix – I appended with this Direction.

**(iv)** No person shall propose and second the Nomination Paper.

Provided that, in case there are less than three voters, a proposer may propose and second the Nomination Paper.



(v) The same elector may sign as proposer and/or seconder as many Nomination Paper(s) as there are vacancies to be filled by co-option.

(vi) Nomination Papers signed by the same proposer and/or by the same seconder for the same candidate shall be treated as one.

(vii) A Nomination paper which does not comply with all requirements herein mentioned shall be invalid and it shall be rejected.

(viii) Each candidate for co-option shall be nominated by a separate Nomination Paper.

(ix) Every Nomination Paper shall be submitted by the proposer to the Chairperson/ working Chairperson/Secretary, as the case may be, on or before the time fixed by him/her in the meeting for receiving Nomination papers.

(x) Nomination paper received by the Chairperson/ working Chairperson/Secretary, as the case may be, later than the time fixed for the said purpose shall be rejected.

(g) The Secretary of the meeting shall scrutinize the Nomination Papers and submit them to the Chairperson/Working Chairperson for announcement of category wise validly nominated candidate(s).

(h) (a) The Chairperson/Working Chairperson/Secretary, as the case may be, shall provide the time for submission of notice of withdrawal of candidature in the proforma under **Appendix - G** appended with this Direction.

(b) The proposer of the candidate may withdraw the candidature by notice in writing signed by him/her and shall deliver the notice to the Chairperson/working chairperson/Secretary, as the case may be, before the time fixed for submitting the notice of withdrawal of candidature.

(c) The proposer who has submitted the notice of withdrawal for withdrawing the candidature of the candidate proposed by him/her shall not be allowed to cancel the said notice of withdrawal.

(d) Immediately after the expiry of the time fixed for withdrawal of the candidature, the Chairperson/working Chairperson/Secretary, as the case may be, shall declare the name(s) of contesting candidate(s) for co-option, that is to say, candidates whose names are included in the list of validly nominated candidates and for whom the notice of withdrawn is not submitted within the time provided for the said purpose.

i) (a) If the number of candidate is equal to the number of vacancy of co-option to be filled, such candidate shall be declared co-opted by the Chairperson/working Chairperson/Secretary, as the case may be, in the meeting of the Board of Studies.

(b) If the number of candidate exceeds the number of vacancy for co-option, voting shall take place in the manner prescribed under **Appendix - H** appended with this Direction.

(c) The Secretary of the meeting shall distribute voting paper amongst the members present at the meeting in the proforma provided under **Appendix - H** appended with this Direction.

**(d) A voting paper shall invalid if :-**

---- no tick mark is placed outside the column provided for the said purpose.

**OR**

----the tick mark is placed outside the column provided for the voting purpose

**OR**

-----the tick mark is placed opposite the names of more than one candidate

**OR**

-----it can not be determined for which candidates the voter has recorded the vote

**OR**

----- any mark is placed by the voter on the voting paper by which he/she may afterword be identified.

**OR**

-----tick mark is indicated in any ink other than blue ink

**OR**

----- there is any scratching, overwriting or alteration in the voting paper while tick marking the voting paper.

- j) (a)** All the proceedings of counting of vote shall be conducted by the Chairperson/working Chairperson with the assistance of the Secretary for the meeting.
- (b)** Every proposer and/or seconder for the candidate shall have right to present at the proceedings, provided that no disturbance of the proceedings is caused thereby.
- (c)** Every co-option for which poll is taken, the votes shall be counted by or under the supervision of the Secretary and the presiding officer.
- (d)** If candidates for co-option on the said Board of studies have secured equal number of votes, lot shall be drawn by the Chairperson/working Chairperson/Secretary of the meeting as the case may be, and the candidate whose lot shall be drawn be declared as co-opted in the said category.
- (e)** The result of co-option shall be declared in the meeting by the Presiding officer with the approval of the Chairperson/working Chairperson of the meeting.
- k) (a)** If the secretary of the meeting has declared the name of the Chairperson who has been elected as a Chairperson of the Board without taking poll, he/she shall request the said Chairperson to occupy the Chair of the Chairperson and to transact the business of Co-option of persons on the said Board of Studies as provided under the Act.
- (b)** If Nomination Paper of any candidate is not received or received but not found valid, the Secretary shall request the members present in the meeting to Nominate working Chairperson for the meeting to transact the business of Co-option of persons as a members of the said Board of Studies as provided under the Act.

Provided that, the working Chairperson to be nominated by the members present in the meeting shall not be a proposer and/ or seconder for a candidate to be nominated for co-option in any category provided under the Act.

- 22.** The Deputy Registrar (Academic) shall collect the names of top rankers of the final year graduate of previous year of the concerned subject or a group of subjects and final year Post-Graduate examination of previous year of the concerned subject or a group of subjects from the Director, Board of Examinations & Evaluation of the university, for inviting them as a invitee members on the Board of studies in the subject or a group of subjects for discussion on framing or revision of syllabus of that subject or a group of subjects for one year.

**Gadchiroli.**

Date : 21/03/2018

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


**GONDWANA UNIVERSITY, GADCHIROLI.**

(Refer para 5 (b) and (c) of Direction No. 7 of 2018)

Table showing the details regarding Co-option of persons, by the Board of Studies in the subject or a group of subjects comprised in the faculty, to the said Board of Studies.

**TABLE**

Sr. No.	Section of the Maharashtra Public Universities Act, 2016	Provision of the Section	Co-option by	Co-option to
1	2	3	4	5
01	40 (2) (a) Board of Studies.	Head of the university department or institution in the relevant subject: Provided that, where there is no university department in the subject, the Board shall, at its first meeting co-opt the head of the department who is recognized for imparting teaching to post graduate students in an affiliated college or a recognized institution having post graduate teaching in that subject;	Board of Studies in the subject or a group of subjects	Board of Studies in the subject or a group of subjects.
02	40 (2) (d) (ii) Board of Studies.	One professor from other universities who <b>(a)</b> shall be an approved professor from other statutory public university. <b>(b)</b> shall have at least 10 years teaching experience in aggregate.	Board of Studies in the subject or a group of subjects	Board of Studies in the subject or a group of subjects.
03	40 (2) (d) (iii) (A)(B)(C)(D) Board of Studies.	<b>(A) (a)</b> shall be a person holding a rank not lower than that of Assistant Director, in national laboratories or institutions; or recognized institutions or industry. <b>or</b> an experts in the related field.	Board of Studies in the subject or a group of subjects	Board of Studies in the subject or a group of subjects.

	<p><b>(b)</b> shall have published at least one reference book in the subject;</p> <p><b>or</b></p> <p>shall have published at least three research papers in peer reviewed National or International journals.</p>		
	<p><b>(B)</b> Eminent scholar in the subject;</p> <p><b>(a)</b> shall be an eminent scholar in the subject.</p> <p><b>(b)</b> shall have published at least one reference book in the subject</p> <p><b>or</b></p> <p>shall have published at least three research papers in peer reviewed National or International journals.</p>	Board of Studies in the subject or a group of subjects	Board of Studies in the subject or a group of subjects.
	<p><b>(C)</b> an eminent person from the subject-related industries or association or professional body;</p> <p><b>(a)</b> shall be an eminent person from the subject related industries.</p> <p><b>Or</b></p> <p>Shall be an eminent person from the subject related association.</p> <p><b>Or</b></p> <p>Shall be an eminent person from the subject related professional body.</p>	Board of Studies in the subject or a group of subjects	Board of Studies in the subject or a group of subjects.
	<p><b>(D)</b> shall be a person having at least 10 years working or ownership or advisory or consultancy experience in the subject related field.</p>	Board of Studies in the subject or a group of subjects	Board of Studies in the subject or a group of subjects.



## GONDWANA UNIVERSITY, GADCHIROLI.

(Refer paras 6 (b) and 20 (d) and (f) of Direction No. 7 of 2018)

**Schedule of the program for the election of the Chairperson at the meeting of the Board of Studies in the subject or a group of subjects comprised in each faculty in the university.**

### Schedule

(To be published on official website of the university, under “Election Portal ” in addition to be displayed on designated notice board).

Sr.No.	Particulars	Day
1	2	3
1	Preparation of the list of members of the Board of Studies in the subject or a group of subjects constituting electoral roll on or before the date of issuance of the notice of the first meeting.	As the case may be
2	<p><b>Notice of the first meeting for election of the Chairperson of the Board of Studies in the subject or a group of subjects detailing at below :-</b></p> <p>(i) Last date and time fixed for receiving Nomination papers for chairperson.</p> <p>(ii) Scrutiny of nomination papers.</p> <p>(iii) Publication of names of validly nominated candidates.</p> <p>(iv) Submission of an appeal to the Vice-Chancellor against the scrutiny of Nomination papers.</p> <p>(v) Decision of the Vice-Chancellor on the appeal(s) submitted to him/her.</p> <p>(vi) Last date for withdrawal of nomination for the candidature.</p> <p>(vii) Declaration of the name(s) of contesting candidate(s).</p> <p>(viii) Date of election.</p> <p>(ix) Counting of votes and or declaration of result.</p>	<p>1<sup>th</sup> Day</p> <p>10<sup>th</sup> Day Till 05:00 P. M.</p> <p>11<sup>th</sup>Day</p> <p>12<sup>th</sup>Day</p> <p>13<sup>th</sup> Day Till 05:00 P. M.</p> <p>15<sup>th</sup>Day</p> <p>16<sup>th</sup> Day Till 05:00 P. M.</p> <p>17<sup>th</sup> Day Till 05:00 P. M.</p> <p>21<sup>st</sup> Day</p> <p>21<sup>st</sup> Day</p>

**Note : 1.** Days mentioned in Column No.3 of the Schedule are inclusive of all holidays and Sundays.



**GONDWANA UNIVERSITY, GADCHIROLI.**

**(Refer para 20 (g) (i) to (xi) of Direction No. 7 of 2018)**

**NOMINATION PAPER**

Election of the Chairperson of the Board of Studies in \_\_\_\_\_  
 (Name of the subject)  
 in the faculty of \_\_\_\_\_  
 (Name of the Faculty)  
 from amongst the members of the Board of Studies in \_\_\_\_\_ (Name  
 of the subject)  
 in the faculty of \_\_\_\_\_  
 (Name of the Faculty)

I nominate as a candidate for the above election

Name of the Candidate: \_\_\_\_\_

His/Her Postal Address : \_\_\_\_\_

His/Her name is entered at Sr. No. \_\_\_\_\_ in the electoral roll of the above mentioned constituency.  
 My name is \_\_\_\_\_ and it is  
 entered at Sr. No. \_\_\_\_\_ in the said electoral roll.

**Date:** \_\_\_\_\_ **(Signature of the Proposer)**

I second the above proposal.

My name is \_\_\_\_\_ and it is  
 entered at Sr. No. \_\_\_\_\_ in the said electoral roll.

**Date :** \_\_\_\_\_ **(Signature of the Seconder)**

I, the above mentioned candidate, assent to the nomination and vouch that, I am not attracted by the provisions of section 64 of the Maharashtra Public Universities Act, 2016.

**Date :** \_\_\_\_\_ **(Signature of the Candidate)**

**(Declaration by the Candidate for the Chairperson of the Board of Studies.)**

I declared that I am post graduate recognized teacher imparting teaching to post graduate students.

**Date :** \_\_\_\_\_ **(Signature of the Candidate)**

**Note : Do not use the proforma provided under Appendix – C appended with Direction No. 3 of 2018.**



**GONDWANA UNIVERSITY, GADCHIROLI.**

(Refer para 20 (j) of Direction No. 7 of 2018)

**NOTICE OF WITHDRAWAL**

To,

**The Registrar and Returning Officer,  
Gondwana University, Gadchiroli.**

**Subject :- Notice for Withdrawal of Candidature from the election to the  
Chairperson of the Board of Studies in \_\_\_\_\_  
(Name of the subject)**

**in the faculty of \_\_\_\_\_  
(Name of the faculty)**

Sir,

I, \_\_\_\_\_, member of the above  
**(Name as per the electoral roll)**

mentioned Board of Studies and a candidate at the election of the chairperson  
of the Board of studies in \_\_\_\_\_  
**(Name of the Subject)**

in the faculty of \_\_\_\_\_,  
**(Name of the Faculty)**

do hereby give notice that I withdraw my candidature from contesting the  
election of the Chairperson of the said Board of Studies.

**Date :** \_\_\_\_\_ **(Signature of the Candidate)**

**Note : Do not use the proforma provided under Appendix – D appended with Direction No. 3 of 2018.**

 **GONDWANA UNIVERSITY, GADCHIROLI.**

(Refer para 20 (l) (c) of Direction No. 7 of 2018)

**Voting Paper**

Election of the Chairperson of the Board of Studies in \* \_\_\_\_\_ in the  
 faculty of \*\* \_\_\_\_\_ under  
 provision of section 40 (2)(d) (i) of the Maharashtra Public Universities Act, 2016

- |   |
|---|
| <p>1) A voting paper is invalid if: -</p> <p>(a) the digit 1 standing alone, indicating a first preference, is not placed, <b>or</b></p> <p>(b) the digit 1 standing alone, indicating a first preference, is placed opposite the names of more than one candidates; <b>or</b></p> <p>(c) the digit 1 standing alone, indicating a first preference, and some other digits are placed opposite the name of the same candidate, <b>or</b></p> <p>(d) the first preference or subsequent preference are indicated in words or roman numbers or in digits of any other language except English or Marathi; <b>or</b></p> <p>(e) it cannot be determined for which candidate the first preference of the vote is recorded, <b>or</b></p> <p>(f) in an election by ballot any mark is placed by the voter by which he/she may after wards be identified, <b>or</b></p> <p>(g) preference is indicated in any ink other than blue ink, <b>or</b></p> <p>(h) there is any scratching, overwriting or alteration in the digits indicating the voter's preference.</p> <p>2) A valid voting paper with next preference given to more than one candidate shall become invalid for such immediately subsequent preference.</p> |
|---|

<b>Sr. No.</b>	<b>Name of Candidate</b>	<b>Order of Preference</b>
<b>1</b>	<b>2</b>	<b>3</b>
01		
02		
03		
04		
05		

(Sd/-)  
 Registrar & Returning officer

\* Here computerise the name of the 'subject' of the Board of studies.

\*\*Here computerise the name of the 'faculty in the university' comprising of the said Board of studies.



 **GONDWANA UNIVERSITY, GADCHIROLI.**

(Refer para 21 (f)(i) of Direction No. 7 of 2018)

**NOMINATION PAPER**

Co-option on the Board of Studies in \_\_\_\_\_  
in the Faculty of \_\_\_\_\_ Under  
Provision of the Maharashtra Public Universities Act,2016.

- \* Proviso of section 40 (2) (Head of the department who is recognized for imparting teaching to post-graduate students in an affiliated college or recognized institution having post graduate teaching in that subject.)
- \* Section 40 (2) (d) (ii) (one professor from other universities.)
- \* Section 40 (2) (d) (iii) (A) (a person holding a rank not lower than that of Assistant Director, in national laboratories or institution, or recognized institution or industry or experts in the related field having published at least one reference book in the subject, or at least three research papers in recognized national or international journals.)
- \* Section 40 (2) (d) (iii) (B) (an eminent scholar in the subject.)
- \* Section 40 (2) (d) (iii) (C) (an eminent person from the subject- relevant industries or association or professional body.)
- \* Section 40 (2) (d) (iii) (D) (person having at least ten years working or ownership or advisory or consultancy experience in the field relevant to the subject.)

I, \_\_\_\_\_,

**(Name of the proposer as per list of the members)**

member of the Board of studies in \_\_\_\_\_  
in the faculty of \_\_\_\_\_, nominate  
Shri. \_\_\_\_\_

**(Name of the person to be co-opted)**

for Co-option on the Board of studies in the category **'TICKED'** at above  
My name is entered at Sr. No. \_\_\_\_\_ in the list of the members of the said Board  
of studies

(Name :- \_\_\_\_\_)

Date: / /20

**(Signature and name of the proposer)**

I, \_\_\_\_\_,

Second the above proposal. My name is entered at Sr. No. \_\_\_\_\_ in the list of  
the members of the said Board of Studies.

(Name :- \_\_\_\_\_)

Date: / /20

**(Signature and name of the Seconder)**

- Enclosure(s) :-**
- \*\*1) Assent letter from proposed candidate (Appendix – I)
  - \*\*2) Appontment letter from the concerned university for appointment as professor.
  - \*\*3) Copy of the book along with the letter of concerned university stating that the book is appointed as reference book.
  - \*\*4) Copies of three research papers published in National/ International Journals.

\* Tick any one by the sign '✓'.

\*\* Tick by the sign '✓' as is applicable.


**GONDWANA UNIVERSITY, GADCHIROLI.**

(Refer para 21 (h) (a) of Direction No. 7 of 2018)

**Notice of withdrawal of candidature for Co-Option**

I, \_\_\_\_\_, member of the Board  
(Name of the proposer)

of studies in \_\_\_\_\_ in  
the faculty of \_\_\_\_\_, has nominated  
Shri. \_\_\_\_\_

as candidate for Co-option under provision of section, '**TICKED**' at below, of the  
Maharashtra public universities Act, 2016,

- \* Proviso of section 40 (2) (Head of the department who is recognized for imparting teaching to post-graduate students in an affiliated college or recognized institution having post graduate teaching in that subject.)
- \* Section 40 (2) (d) (ii) (one professor from other universities.)
- \* Section 40 (2) (d) (iii) (A) (a person holding a rank not lower than that of Assistant Director, in national laboratories or institution, or recognized institution or industry or experts in the related field having published at least one reference book in the subject, or at least three research papers in recognized national or international journals.)
- \* Section 40 (2) (d) (iii) (B) (an eminent scholar in the subject.)
- \* Section 40 (2) (d) (iii) (C) (an eminent person from the subject- relevant industries or association or professional body.)
- \* Section 40 (2) (d) (iii) (D) (person having at least ten years working or ownership or advisory or consultancy experience in the field relevant to the subject.)

I, hereby submit the notice of withdrawal for withdrawing the candidature for co-option of the above mentioned candidate.

(\_\_\_\_\_)

Date: / /20

(Signature and name of the Proposer)

\*Tick any one by the sign '✓'.

 GONDWANA UNIVERSITY, GADCHIROLI.

(Refer para 21 (i) (b) of Direction No. 7 of 2018)

Co-option of a person on the Board of studies in \* \_\_\_\_\_ in  
the faculty of \*\* \_\_\_\_\_ under provision of  
\*\*\* \_\_\_\_\_ of the Maharashtra Public Universities Act, 2016.

**'Ballot Paper'**

Sr. No.	Name of Candidate	Put mark as '✓' against the name of the person whom you want to co-opt.
1	2	3

**Registrar and/ or Returning Officer**

- 
- \* Here computerize the name of the 'Subject' of the Board of studies.
  - \*\* Here computerize the name of the 'Faculty in the university' comprising of the said Board of studies.
  - \*\*\* **Here computerize any one of the following :-**
  - \*\*\* Proviso of section 40 (2) (a) (Head of the department who is recognized for imparting teaching to post-graduate students in an affiliated college or recognized institution having post graduate teaching in that subject.)
  - \*\*\* Section 40 (2) (d) (ii) (one professor from other universities.)
  - \*\*\* Section 40 (2) (d) (iii) (A) (a person holding a rank not lower than that of Assistant Director, in national laboratories or institution, or recognized institution or industry or experts in the related field having published at least one reference book in the subject, or at least three research papers in recognized national or international journals.)
  - \*\*\* Section 40 (2) (d) (iii) (B) (an eminent scholar in the subject.)
  - \*\*\* Section 40 (2) (d) (iii) (C) (an eminent person from the subject- relevant industries or association or professional body.)
  - \*\*\* Section 40 (2) (d) (iii) (D) (person having at least ten years working or ownership or advisory or consultancy experience in the field relevant to the subject.)

