

Direction NO. 06 OF 2023

PROCEDURE FOR CONDUCT OF ELECTIONS/NOMINATION AT THE MEETINGS OF THE AUTHORITIES OF THE UNIVERSITY, DIRECTION 2023.

Whereas, the Maharashtra Public Universities Act, 2016 (VI of 2017) (hereinafter the “Act”), which has come in to force from 11th January 2017, governs all the non-agricultural and non-medical universities public universities in the state of Maharashtra and as such regulates the Gondwana University, Gadchiroli (hereinafter the “University”);

AND

Whereas, as per section 26 of the Act every public university is required to have various authorities the composition of each authority is dealt with under various provisions of the Act. Most prominent amongst these provisions are the provisions of sections 30, 32 and 40 dealing with the composition of the Management Council, Academic Council and Board of Studies of the Universities, respectively. These provisions provide for election/nomination of some members of the Management Council, Academic Council and Chairman of Board of Studies;

AND

Whereas, as per section 71(13) of the Act a Statute is required to be framed by the University laying down the procedure for conduct of elections to various authorities and bodies of the University but since making of the Statute is a time consuming process the elections can be conducted by laying down the procedure by issuance of a Direction under section 12(8) of the Act;

AND

Whereas, the Direction No. 3 of 2018, issued by the University, on the same said subject matter of conduct of elections/nomination in the meetings of the authorities/bodies of the University has lapsed by virtue of the provisions of proviso to section 12(8) of the Act and there is exigency to conduct elections/nominations in the newly constituted authorities/bodies of the University it is necessary to issue a fresh Direction, incorporating the provisions of the said lapsed Direction with suitable modifications;

Now, therefore, I, Dr. Prashant S. Bokare, in exercise of my powers under section 12(8) of the Act, being satisfied about the exigency contemplated by the said provision, do hereby issue the following Direction: -

1. This Direction shall be called as **“PROCEDURE FOR CONDUCT OF ELECTIONS/NOMINATION AT THE MEETINGS OF THE AUTHORITIES OF THE UNIVERSITY, DIRECTION 2023”**.

2. This Direction shall come in to force from the date of its issuance.

3. In this Direction, unless the context otherwise requires, following words and phrases shall have the meaning assigned herein:-

- i) **‘Academic Council’** means the authority of the University constituted as per the provisions of section 32 of the Act;
- ii) **‘Affiliated college’** means a college which has been granted affiliation by the university.
- iii) **‘Authority’** means any of the the authorities of the university as specified in section 26 of the Act.
- iv) **‘Autonomous college’, ‘Autonomous institution’ or ‘Autonomous Department’** means college, institution or department to which autonomy is granted and is designated to be so by the Statute.
- v) **‘Bodies’** means the bodies of the university formed by the respective authorities.
- vi) **‘Board of Studies’** means the authority of the University constituted as per provisions of section 40 of the Act.
- vii) **‘Chancellor’ and ‘Vice-Chancellor’** means, respectively, the Chancellor and the Vice-Chancellor of the university.
- viii) **‘Conducted college’** means a college maintained and managed by the university.
- ix) **‘De-notified Tribes (Vimukta Jatis)’** means tribes declared as such by the State Government, by time to time.
- x) **‘Department’** means a department teaching a particular subject or a group of subjects in a college or institutions as prescribed in the Statutes.
- xi) **‘Head of the university department’, ‘Head of the Institution’ and ‘Head of the college Department’;** means respectively, a head of the university department, a head of the recognized institution and the head of the college department, as prescribed in the Statute.
- xii) **‘Institution’** means an academic intuition of higher learning, not being a college, associate with and admitted to the privileges of the university.
- xiii) **‘Management’** means the trustees or the managing or governing body, by whatever name called, of any trust registered under the Maharashtra Public Trusts Act, or any society registered under section 8 of the Companies Act, 2013, under the management of which one or more colleges or recognized institutions or other institutions of higher learning, are conducted and admitted to the privileges of the university.
Provided that, in relation to any college or institution established or maintained by the Central Government or the State Government or a local authority like a Zilla Parishad, Municipal Council or Municipal Corporation, it means, respectively, the Central Government or State Government or Zilla Parishad or the Municipal Council or the Municipal Corporation, as the case may be;
- xiv) **‘Management Council’** means the authority of the University constituted as per provisions of section 30 of the Act;

- xv) **'Nomadic Tribes'** means tribes wandering from place to place in search of their livelihood, as declared by the state government from time to time;
- xvi) **'Other Backward Classes'** means any socially and educationally backward classes of citizens as declared by the state government and includes other backward classes declared by the government of India in relation to the state of Maharashtra;
- xvii) **'Principal'** means a teacher who is duly approved as a principal by the university;
- xviii) **'Recognized Institutions'** means an institution of higher learning, research or specialized studies, other than a college, and recognized to be so by the university;
- xix) **'Registered Graduate'** means a graduate of a university registered or deemed to be registered by or under the Act with one of the universities;
- xxi) **'Scheduled Caste'** means such caste, races or tribes or part of, or groups within, such castes, races or tribes as are deemed to be scheduled caste, in relation to the state of Maharashtra under article 341 of the constitution of the India;
- xxii) **'Scheduled Tribes'** means such tribes or tribal communities or part of, or groups within, such tribes tribal communities as are deemed to be scheduled tribes, in relation to the state of Maharashtra under article 342 of the constitution of the India residing any part of the state of Maharashtra;
- xxiii) **'Senate'** means the authority of the University constituted as per provisions of section 28 of the Act;
- xxiv) **'Teacher'** means full time approved Professor, Associate Professor, Assistant Professor/ Reader, Lecturer, Librarian, Principal, Director of an Institution, Director of Knowledge Resource Center, Director of Center of Life-Long Learning and Extension, Deputy or Assistant Librarian in the University, College Librarian, Director or Instructor of Physical Education in any university Department, Conducted, affiliated or autonomous college, autonomous institution or department or recognized institution of the University;
- xxv) **'University'** means the Gondwana University, Gadchiroli.
- xxvi) **'University Area'** means Districts of Gadchiroli and Chandrapur.
- xxvii) **'University Department'** means a department established and maintained by the university as prescribed by the Statutes;
- xxviii) **'University Grants Commission'** means the University Grants Commission established under the University Grants Commission Act, 1956;
- xxix) **'University institution'** means a center, a school, or an institute established and maintained by the university as prescribed by the Statutes;
- xxx) **'University teacher'** means a full time teacher appointed by the university.

4. The Registrar shall be the returning officer to conduct the elections at the meetings of the Senate or Academic Council or the Boards of Studies of the university.
5. The Registrar, being the returning officer to conduct the elections at the meetings of the Senate, Academic Council and Boards of Studies shall prepare electoral roll of the Senate, Academic Council and Boards of Studies, as the case may be before issuing the notice for the meeting of the respective authority.
6. Notice for the meeting of the Senate shall be of at least 35 clear days and for the meeting of Academic Council and for the meeting of Board of Studies shall be at least 21 clear days respectively.
7. (a) Details regarding elections of person at the meeting by the Senate, Academic Council and the Board of Studies shall be as shown under the TABLE provided under Appendix – A appended with this Direction.

(b) For the election of the candidates from the reserved categories by the Senate for the Management Council of the University, under clauses (f), (g), (h) and (i) of sub-section (4) of section 30 of the Act, according to the principle of rotation, shall be as mentioned under Column No. 6 of the TABLE under Appendix – A appended to this Direction.
8. Program to conduct the elections at the meetings shall be as provided in the Schedule under Appendix – B appended to this Direction.
9. a) There shall be common nomination paper for nominating the candidates for election at the meeting which is provided under Appendix – C of this Direction.

b) Nomination paper shall be dated and signed by two electors entitled to vote, and shall contain dates, names in full, addresses of the candidates and voter number of signatories and of the candidate nominated.

c) No person shall be nominated as a candidate for the election unless he/she signifies his/her consent under his/her signature and date on the nomination paper.

d) No person shall either propose or second his/her own nomination.

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

e) The same elector may sign as proposer and/or seconder as many nomination/s as there are vacancies to be filled.

f) Nomination papers signed by the same proposer and/ or the same seconder for the same candidate shall be treated as one.

- g)** A nomination paper which does not comply with all requirements herein mentioned shall be invalid and it shall be rejected.
- h)** Each candidate shall be nominated by a separate nomination paper.
 - i)** 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 of candidates.
 - j)** Nomination paper received by the Registrar later than the time on the last date fixed shall be rejected.
 - k)** The Registrar shall issue the receipt of nomination paper mentioning the date and time.
- 10.a)** On the date and time appointed for scrutiny of the 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 in the said category.
- b)** The Registrar or a person(s) nominated by him shall scrutinize the nomination papers and shall decide all objections, if any, to the nomination papers. The Registrar shall reject either suo-motu or on such objections, any nomination paper which does not comply with the provisions of this Direction 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.
- 11.** Immediately after the nomination papers for an election have been scrutinized and decision accepting or rejecting them has been recorded, the Registrar shall prepare a list of validly nominated candidates and publish it on the election portal of the university and on the designated notice board of his office.
- 12.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 to the Registrar in the Proforma provided under Appendix – D of 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 of his/her candidature shall be allowed to cancel the said notice of withdrawal.
- 13.** Immediately after the expiry of the time and the date for withdrawal of the candidature, the Registrar shall publish a list of contesting

candidates, that is to say, candidates who are included in the list of validly nominated candidates and who have not withdrawn their candidature within the period provided for the said purpose.

- 14. a)** If the number of candidates is equal to or less than the number of vacancies to be filled, all such candidates shall be declared elected with the approval of the Chairperson of the meeting.
- b)** If the number of candidates exceeds the number of vacancies, voting shall take place in the manner prescribed under Uniform Statute No. 1 of 2017 I.e. 'The Maharashtra Public Universities (Procedure for Conduct of Elections to Various Authorities and Bodies of the University) Uniform Statute, 2017'.
- c)** Voting paper to conduct the election shall be as provided under Appendix - E of this Direction.
- 15. a)** All the proceedings of counting of votes shall be conducted in the presence of a committee of three persons appointed by the Vice-Chancellor.
- b)** Every candidate and/ or his/her proposer and/ or his/her seconder shall have the right to be present at the proceedings, provided that no disturbance of the proceedings is caused thereby.
- c)** Every contesting candidate or his duly authorized counting agent shall have a right to be present at the time of counting.
- d)** Every election where poll is taken, the votes shall be counted by or under the supervision and direction of the returning officer and the committee appointed by the Vice-Chancellor.
- e)** The result of the election(s) shall be declared in the meeting by the returning officer with the approval of the Chairperson/ Working Chairperson of the meeting.

GADCHIROLI

Date: - 15/02/2023.

Dr. Prashant S. Bokare
(Vice-Chancellor)

Appendix - A

Table showing the details regarding election of persons by the authorities of the university, at the meetings, to the other or the same authority of the university.

TABLE

Sr. No.	Section of the Maharashtra Public Universities Act, 2016	Provision of the Section	Elected by	Elected to	Point of rotation for reserved category for the election of the candidate from the reserved categories for the initial term of the Management Council commenced on 1/9/2017
1	2	3	4	5	6
1	30 (4) (f) Management Council	Two principals to be elected by the Senate from amongst the principals who are the members of the Senate, out of whom one shall be elected from amongst the principals who have been elected from Scheduled Castes or Scheduled Tribes or De-notified Tribes (<i>Vimukta Jatis</i>) or Nomadic Tribes or Other Backward Class categories, by rotation;	Senate	Management Council	Scheduled Castes Schedule Tribes De-notified Tribes (<i>Vimukta Jatis</i>) Nomadic Tribes Other Backward Class
	30 (4) (g) Management Council	Two teachers who are not principals or directors of recognized institutions to be elected by the Senate from amongst the teachers and university teachers who are the members of the Senate, out of whom one shall be elected from amongst the teachers and university teachers who have been elected from Scheduled Castes or Scheduled Tribes or De-notified Tribes (<i>Vimukta Jatis</i>) or Nomadic Tribes or Other Backward Class categories, by rotation ;	Senate	Management Council	Nomadic Tribes Other Backward Class Scheduled Castes Scheduled Tribes De-notified Tribes (<i>Vimukta Jatis</i>)
	30 (4) (h) Management Council	Two representatives of managements to be elected by Senate from amongst the representatives of management who are	Senate	Management Council	Other Backward Class Scheduled Castes Scheduled Tribes De-notified Tribes (<i>Vimukta Jatis</i>)

		members of Senate, and further provided that same management shall not have second consecutive institutional representation: Provided that, out of the two representatives under this clause, one member shall be elected, by rotation, from amongst the Scheduled Castes or Scheduled Tribes, or De-notified Tribes (<i>Vimukata Jatis</i>) or Other Backward Class;			
	30 (4) (i) Management Council	Two registered graduates elected by Senate from amongst elected registered graduate members of Senate, out of whom one shall be elected from amongst the registered graduates who have been elected from Scheduled Castes or Scheduled Tribes or De-notified Tribes (<i>Vimukta Jatis</i>) or Nomadic Tribes or Other Backward Class categories, by rotation;	Senate	Management Council	De-notified Tribes (<i>Vimukta Jatis</i>) Nomadic Tribes Other Backward Class Scheduled Castes Scheduled Tribes
2	30 (4) (j) Management Council	Two members elected by the Academic Council form amongst its members, one of whom shall be from amongst the elected teachers who are members of the Council and another shall be a woman;	Academic Council	Management Council	
3	40 (2) d) (i) Board of Studies.	Subject to the provisions of section 65, elect one of the members as a chairperson of the board of studies from amongst its members : Provided that the member to be elected as a chairperson of Board of Studies shall be a post graduate recognized teacher imparting teaching to post graduate students.	Board of Studies.	Board of Studies.	


GONDWANA UNIVERSITY, GADCHIROLI.


Schedule of the program for the elections at the meetings of the Senate, Academic Council and Board of Studies in the subject or a group of subjects for Chairperson.

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 electoral rolls of the Senate, Academic Council and the Board of Studies in a subject or a group of subjects on or before the date of issuance of the notice of the meeting respectively.	As the case may be
2	<p>Notice(s) of meetings for election(s) from the Senate, Academic Council and in the Board of Studies in a subject or a group of subjects detailing at below :-</p> <p>(i) Last date and time fixed for receiving Nominations.</p> <p>(ii) Scrutiny of nominations.</p> <p>(iii) Publication of names of validly Nominated candidates.</p> <p>(iv) Submission of appeal to the Vice-Chancellor against the scrutiny of Nominations.</p> <p>(v) Decision of the Vice-Chancellor on appeal(s) submitted to him/her.</p> <p>(vi) Last date for withdrawal of nomination(s)</p> <p>(vii) Declaration of list of contesting candidate(s).</p> <p>(viii) Date of election.</p> <p>(ix) Counting of votes and declaration of results(s) Of the election(s).</p>	<p>1th Day</p> <p>10th Day Till 05:00 P. M.</p> <p>11thDay</p> <p>12thDay</p> <p>13th Day Till 05:00 P. M.</p> <p>15thDay</p> <p>16th Day Till 05:00 P. M.</p> <p>17th Day Till 05:00 P. M.</p> <p>21st Day</p> <p>21st Day</p>

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

 **GONDWANA UNIVERSITY, GADCHIROLI.**
NOMINATION PAPER

Election of * _____ from the
** _____

I nominate as a candidate for the above election belonging to the category of
*** **Open** OR **S.C.** OR **S.T.** OR **D.T.** OR **N.T.** OR **O.B.C.** OR **Woman**

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 the post graduate students.

Date : _____ **(Signature of the Candidate)**

Select any one of the following, as applicable:-

- * Two principals on the Management Council **OR**
- * Two Teachers on the Management Council **OR**
- * Two Representatives of Management on the Management Council **OR**
- * Two Registered Graduates on the Management Council **OR**
- * Two members of the Academic Council on the Management Council **OR**
- * Chairperson of the Board of studies in _____ (Name of the Subject and faculty).

Select any one of the following, as applicable.

- ** Members of the Senate OR
- **Members of the Academic Council OR
- **Members of the Board of Studies in _____ (Name of the Subject and faculty).

*** **Tick any one, as applicable, by the Sign '✓' and this shall be applicable to the Senate and the Academic Council Constituency only.**

 **GONDWANA UNIVERSITY, GADCHIROLI.**

NOTICE OF WITHDRAWAL

To,

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

**Subject :- Notice for Withdrawal of Candidature from the election to
the *Management Council or *Chairperson of the Board of
Studies.**

Sir,

I, _____, member of the

(Name as per the electoral roll)

****Senate / **Academic Council / **Board of Studies** and a candidate
belonging to the Category of

#Open / #S.C. / #S.T. / #D.T. / #N.T. / #O.B.C.

at the election in the category of

@Principal/@Teacher/@Representative of Management/@Registered Graduate,

OR

%Teacher Member of the Academic Council/%Woman member of the Academic Council,

OR

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
above mentioned election.

Date :

(Signature of the Candidate)

* Tick any one by the Sign '✓'.

** Tick any one by the Sign '✓'.

Tick any one by the Sign '✓' applicable for the Senate.

@ Tick any one by the Sign '✓' applicable for the Senate.

% Tick any one by the Sign '✓' applicable for the Academic Council.



GONDWANA UNIVERSITY, GADCHIROLI.

Voting Paper

Election of * _____
from the @ _____ to the category of _____

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

Sr. No.	Name of Candidates	Order of Preference
1	2	3
01		
02		
03		
04		
05		

(Sd/-)

Registrar & Returning officer

* Select any one of the following, as applicable.

- One Principal to the Management Council in Open category u/s 30 (4) (f) of the Act. **or**
- One Principal to the Management Council in S.C./S.T./D.T./N.T./O.B.C. Category as applicable, u/s. 30 (4) (f) of the Act. **or**
- One teacher to the Management Council in open category u/s. 30 (4) (g) of the Act. **or**
- One teacher to the Management Council in S.C./S.T./D.T./N.T./O.B.C. Category as applicable, u/s. 30 (4) (g) of the Act. **or**
- One representative of Management to the Management Council in Open category u/s 30(4) (h) of the Act. **or**
- One representative of Management to the Management Council in S.C./S.T./D.T./O.B.C. Category as applicable, u/s. 30 (4) (h) of the Act. **or**
- One Registered Graduate to the Management Council in Open category u/s 30 (4) (i) of the Act. **or**
- One Registered Graduate to the Management Council in S.C./S.T./D.T./N.T./O.B.C. Category as applicable, u/s. 30 (4) (i) of the Act. **or**
- One elected teacher of Academic Council to the Management Council u/s 30 (4) (j) of the Act **or**
- One woman member of the Academic Council to the Management Council u/s 30 (4) (j) of the Act **or**
- Chairperson of the Board of Studies in (Subject) in the faculty of
..... (Faculty) u/s. 40 (2) (d) (i) of the Act,

@ Select any one of the following, as applicable.

- Senate **or**
- Academic Council **or**
- Board of Studies.