



# GONDWANA UNIVERSITY, GADCHIROLI

## Direction No. 32 of 2022

### **RULES OF PROCEDURE FOR THE CONDUCT OF BUSINESS AT THE MEETING OF THE BOARD OF STUDIES COMPRISED IN EACH FACULTY DIRECTION, 2022**

**Whereas**, the Gondwana University, Gadchiroli [hereinafter the “University”] presently governed by the Maharashtra Public Universities Act, 2016 [Mah. Act VI of 217] [hereinafter the “Act”] has constituted, in compliance with the provisions of section 40 of the Act, Board of Studies for various subjects/ group of subjects in all the four faculties of the University by issuance of Direction No. 11 of 2017;

**AND**

**Whereas**, the Board of Studies of the University are the authorities of the University, within the meaning of section 26 of the Act, and in terms of the provisions of 69 read with section 71[5] of the Act a Statute is required to be framed by the University regulating the conduct of business of the authorities of the University including the Board of Studies and as such there is necessity to issue a Statute laying down the procedure for conduct of business of the Board of Studies;

**AND**

**Whereas**, the State government of Maharashtra in exercise of its powers under section 72[1] of the Act has issued the Uniform Statute No. 1 of 217 vide its Notification No. Misc-2016/C.R. 347/ Deskvishi-3 Date 17th May. 2017 but as the said Uniform Statute is silent on the procedure to be followed for co-option of members on the Board of Studies, whereas as per section 40 of the Act, in every 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**

**Whereas**, the Higher and Technical education department, Mumbai, of the State of Maharashtra Vide Notification No. MNS-2016/(347/16)Ue-3 dated 28th April 2017 has prescribed eligibility conditions Chairperson and co-opted members of the Board of the Studies of the University.

**AND**

**Whereas**, considering the above mentioned factual and legal position there is necessity to fill the gap in the Uniform Statute No. 1 of 217 issued by the State government, to operationalise fully the provisions of the Act, especially section 40, there is a need to issue an appropriate Statute by the University but since Statute making is a time consuming process and there is an urgent need to frame rules of procedure for conduct of business at the meeting of the Board (s) of studies in each faculty, as the Boards of Studies are in the process of re-constitution because of the expiry of the tenure of the former Boards of Studies;

**AND**

**Whereas**, the Direction No. 7 of 217 as amended by Direction No. 1 of 217 issued by the University has lapsed by virtue of the provisions of proviso to section 12[8] of the Act, as the

same could not be converted in to the necessary Statute, there is urgent need to issue a fresh Direction incorporating the provisions of the said Direction No. 7 of 2017, as amended by Direction No. 1 O of 217, with suitable modifications.

Now , therefore, I, Dr. Prashant S. Bokare, Vice- Chancellor Gondwana University, Gadchiroli, in exercise of the powers vested in me under the provision of section 12(8) of Maharashtra Public University Act, 2016, do hereby issue the following Direction: -

1. This Direction may be called, **Rules of Procedure for conduct of business at the Meeting of the Board of Studies, comprised in each Faculty Direction, 2022.**

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

3. In this Direction, Unless the context otherwise requires:-

(i) "Act" means Maharashtra Public University 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" means an Assistant Professor, Associate Professor or a Professor working as a full time teacher in the Post-Graduate Teaching Department of the University and includes an Assistant Professor, Associate Professor or a Professor working as a full time teacher, as per the norms prescribed by the University Grants Commission, in the Post-Graduate Department of an affiliated college of the University, provided that such a teacher has been recognized as a post-graduate teacher by the University.

(v) "Registrar" means Registrar of Gondwana University.

(vi) "Vice- Chancellor " means Vice-Chancellor of the Gondwana University.

4. (a) There shall be minimum two meeting of the Board of the Studies (for short the "Board") in every academic year of the University and interval between the two meeting shall not be more than seven months. The first meeting of the Board, as

for as Possible, shall be held in the month of June and the second meeting shall be held in the month 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 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 of different faculties, as the case may be, the Registrar shall convene a joint meeting of the concerned Board of the Studies.

- (d) The Chairperson Board of Studies shall have the powers and emergent meeting of his/her Board, if required with 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 member of the Board of the Studies, convened are requisitioned meeting of the Board with 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 meeting held after its constitutions, shall transact the following business;-
  - (a) elect the chairperson from amongst its member, who
    - (i) shall process Ph.D. degree,
    - (ii) Shall have at least fifteen year teaching experience in aggregate,
    - (iii) Shall be a Post Graduate recognized teachers imparting teaching to post graduate students,
    - (iv) shall be a recognized 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 the post graduate students in an affiliated college or a recognized institution having post graduate teaching in that subjects; (Refer Appendix- A appended with this direction)
  - (c) Co-opt:-
    - (i) one Professor from the 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 laborites 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 paper in recognized nation or international journals

- (B) an eminent scholar in the subjects; (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 of the Board of Studies, if it is part of 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)(Programmer of the election shall be declared not less than twenty 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 provision of section 40(2)(d)(ii) and (iii)(A)(B)(C)(D) of the Act.
  - (e) Confirmation of the minutes
  - (f) Consideration of the changes in the syllabi.
  - (g) Recommend the names of the person suitable for appointment of paper setters, examination and moderation at the university examination in the subject or a group of subjects.
  - (h) Recommend books, including textbooks supplementary reading reference books and other material for such courses of study
  - (i) Consideration of Previous report regarding the conducting of examination by the examiners and moderators at the University examination in the subject or a group of subject.
  - (j) Consideration of the reports of the subcommittee appointed by the Board.
  - (k) Any business and motion (s), resolution (s) move by the members.
  - (l) Consideration of any matter (s) referred to it by an any authority/ Body as Prescribed in the Act.
  - (m) Consideration of any other matter required to be deal with by the Board of Studies under the Act, Statute(s), Ordinance(s)/regulations(s)
7. (a) a minimum of twenty one days notice of the date, time and venue of the first meeting shall be given 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 Emergent

meeting such previous meeting notice shall be given as the circumstances in each case may permit.

8. Proposition(s)/ resolution(s) to be late before the meeting for its consideration by any members must be received in the registrar office ten clear days before the date of meeting
9. The agenda papers along with all relevant enclose shall be dispatch at least seven clear days before date of meeting other than an Emergent Meeting.  
Provide that in case of Emergent Meeting, Agenda papers and relevant enclosure shall be dispatched to each member along with the notice of an Emergent meeting.
10. Not less than one third of the seating members of the board of studies or in case of joint meeting of the Board of the 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 the Board of Studies is absent, the members present shall nominate the working Chairperson from amongst themselves. The Working Chairperson so nominate, shall be limited to that meeting only.  
Provided further that in case of a joint Meeting of the Board of Studies the members present in the meeting, shall nominated one of the Chairperson for that meeting if the Chairperson of the Board of Studies are absent, then the members present shall nominated the chairperson from amongst themselves.
13. (a) All action done or all question arising before the meeting shall be decided by the majority of the members present and voting their on.  
(b) The Chairperson shall have a vote and casting vote.
14. The meeting may be adjourned to any day and time in order to complete then unfinished business/agenda. Notice of such adjourned meeting shall be sent only to the absent members.
15. The recommendation made by Board of Studies regarding the change in the syllabi to be implement prospectively in a phasic fashion, 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 Board of the studies shall be faithfully recorded and shall be signed by the working chairperson/ Chairperson and the member present at the meeting who shall maintain at confidentially pending its notification by the Registrar.
17. All Proceeding of the Board 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 member, within month from the date of the meeting.
19. The registrar shall make arrangement for the secretarial assistance required during the first meeting by nominated a person not below the rank of Superintendent as a Secretary for the meeting..
20. **Election of Chairperson of the Board of the Studies on a subject or a group of Subject 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 member provide under section 40(2)(a)40(2)(b)(i)(ii)(iii) and 40(2)(c) of the Maharashtra Public University 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 The Studies prepared by the Registrar with reference to Appendix- B appended with this Direction shall be as a enclosed with the meeting of the notice along with copies of Appendix C & D appended with This Direction and the list of the members of the Board.
  - (e) Eligibility condition for election of the Chairperson of the Board of Studies in the Subject in subject or a group o subject comprised for each faculty in the University. . shall be as a provided under clause (a) of para 5 of this direction.
  - (f) Program to conduct the election of chairperson of the Board of Studies the meeting of the said Board of Studies shall be as in the schedule under appendix -B appended with this Direction/
  - (g) (i) There shall be 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 and signed by two electors and entitled to vote and shall contain dates, names in full, address of the candidate and votes numbers of signatory and of the candidate to be nominated.
  - (iii) No person shall be Nominated as 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 proposed 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 nomination by signing the nomination paper.

**Provided further that, in case there are more than two voters on the Board of Studies and only one candidate is eligible to contest the election of the Chairperson of the said Board, the eligible candidate himself/herself may propose and second his/her nomination by signing the nomination paper.**

(v) The same electro may sign as proposal 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 lateral than the time and the last date fixed for receiving Nomination papers of candidate

(s)

(x) Nomination papers received by the Registrar later than the time on the last days fixed shall be rejected

(xi) The Registrar shall issued the receipt of the Nomination paper(s) mentioning date and time.

(a) On the date and time appointed for scrutiny of the Nomination papers a candidate, his/ her proposal and/ or seconder may attend at the office of the Registrar who shall allowed them to inspect the Nomination papers of all the candidates so received for the said Board of the Studies.

(b) The Registrar or a person Nominated by him. shall scrutinized the Nomination papers and shall decided all objections, if any, to the nomination papers. The Registrar shall reject either sue-moto or on a such objections, any Nomination paper which does not comply with the provision of this directions and attracts the provision of section 64 of the Act. while considering the rejection of the Nomination paper under the provision of section 64 of the Act, there should be written proof duly authenticated by the component 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 shall be finale.

- (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 validity nominated candidate 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 Registrar in Performa 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 validity 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 presiding officer.
- (d) If candidate for the election of the chairperson of the said Board of studies have secured equal number of votes, lots shall be drawn by working chairperson of the meeting and the candidate whose lots shall be drawn be treated as eliminated from the poll.



- (e) The result of election shall be declared in the meeting by 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-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 members of the said Board of Studies as Provided under the Act.

Provided that, the working chairperson to be nominated by the member 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 Registrar.

(c) The meeting notice shall contain the date, time and venue of the meeting with a mention of Co-option 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 along with 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 persons 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 perform 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 papers (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 paper
- (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 be scrutinize the nomination paper and submit them to the Chairperson/ Working Chairperson for announcement of category wise validly nominated candidates (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 sign by him/her and shall deliver the notice to 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 including 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 papers amongst the member present at the meeting in the perform provide under Appendix-H Appended with this direction

(d) A voting paper shall invalid if :-

--- no thick mark is placed outside the Colum provided for the said purpose.

**OR**

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

**OR**

\_\_\_ the thick mark is placed opposite the name of more than one candidate.

**OR**

--any mark is placed by the voter on the voting paper by which he/ she may 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 presiding officer.

(d) If candidate 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 person 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 numbers present in the meeting shall not be 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 subject and final year Post Graduated examination of previous year of the concerned subject or a group of subject 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 years.

Gadchiroli,  
Date 18/10/2022

  
(Dr. Prashant S. Bokare)  
Vice-Chancellor

## GONDWNA UNIVESRITY, GADCHIROLI

(Refer para 5 (b) and (c) of this Direction)

Table showing the detail 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
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 (a) Shall be an Approved professor from other statutory public university. (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.	(A)(a) 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 on reference book in the subject;</p> <p style="text-align: center;"><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 style="text-align: center;"><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 style="text-align: center;"><b>or</b></p> <p>shall be eminent person from the subject related association.</p> <p style="text-align: center;"><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 UNIVESRITY, GADCHIROLI**

(Refer para 6 (b) and 20 (d) and (f) of this Direction)

**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).

<b>Sr. No.</b>	<b>Particulars</b>	<b>Day</b>
<b>1</b>	<b>2</b>	<b>3</b>
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 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>st</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 UNIVESRITY, GADCHIROLI**

(Refer para 20 (g) (i) to (xi) of this Direction)

**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/HerPostal 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 graduated recognized teacher imparting teaching to post graduate students.

**Date :** (Signature of the Candidate)**Note: Do not use any other proforma**



 **GONDWANA UNIVESRITY, GADCHIROLI**

(Refer para 20 (j) of this Direction)

**NOTICE OF WITHDRAWAL**

To,  
The Registrar and Returning officer,  
Gondwana University, Gadchiroli.

**Subject : Notice for Withdrawal of Candidature from the election of 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 any other proforma.**

# GONDWNA UNIVESRITY, GADCHIROLI

(Refer para 20 (I) (c) of this Direction)

## 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

- 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 of subsequent preference are indicating 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 voting paper with next preference given to more than one candidate shall become invalid for such immediately subsequent preference.

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

(Sd/-)  
Registrar and 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.


**GONDWNA UNIVESRITY, GADCHIROLI**

(Refer para 21 (f) (i) of this Direction)

**NOMINATION PAPER**

Co-option on the Board of Studies in -----  
 in the Faculty of -----  
 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 University)
- \* 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-related 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) Appointment 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.


**GONDWNA UNIVESRITY, GADCHIROLI**

(Refer para 21 (h) (a) of this Direction)

**Notice of withdrawal of candidature for co-option**

I, -----, member of  
the Board 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,

- |   |
|---|
| <ul style="list-style-type: none"> <li>* 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.)</li> <li>* Section 40 (2) (d) (ii) (one professor from other University)</li> <li>* 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.)</li> <li>* Section 40 (2) (d) (iii) (B) (an eminent scholar in the subject.)</li> <li>* Section 40 (2) (d) (iii) (C) ( an eminent person from the subject-relevant industries or association or professional body.)</li> <li>* 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.)</li> </ul> |
|---|

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 UNIVESRITY, GADCHIROLI**

(Refer para 21 (i) (b) of this Direction)

Co-option 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 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 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) (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-related 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 filed relevant to the subject.)

 **GONDWNA UNIVESRITY, GADCHIROLI**

(See para 21 (f) (iii) of this Direction)

**Proforma for granting assent by the candidate for the proposal of Co-option on the Board of Studies in -----in the Faculty of -----**

**I, Shri, / Shrimati/ Ku. -----, hereby declare to grant assent for the proposal of my candidature for Co-option under the following constituency.**

**\*“ -----  
-----  
-----  
-----  
-----  
-----  
----- (constituency)”**

**I further declare that I am not attracted by the provision of section 64 of the Maharashtra Public Universities Act, 2016.**

**(Name :-----)**

**Date : / /20 (Signature and Name of the Proposed Candidate)**

**\* Here mention the constituency as provided under column No. 3 of the Table provided under Appendix – A appended with this.**