

**HIGHER AND TECHNICAL EDUCATION DEPARTMENT**

Madama Cama Marg, Hutatma Rajguru Chowk, Mantralaya,  
Mumbai 400 032, dated the 15th February 2019

**NOTIFICATION**

MAHARASHTRA PUBLIC UNIVERSITIES ACT, 2016.

No. Parini-2018/CR-89/Vishi-2.—In exercise of the powers conferred by sub-section (10) of section 72 read with sub-section (5) of section 71 of the Maharashtra Public Universities Act, 2016 (Mah. Act. No. VI of 2017), the Government of Maharashtra hereby, prescribes the uniform Statute relating to procedure for conduct of business at the meetings of authorities of the university, namely :—

**UNIFORM STATUTE NO. 4 OF 2019.**

1. *Short title.*—This Statute may be called the Maharashtra Public Universities (Procedure for conduct of business at the meetings of authorities of the university) Uniform Statute, 2019.

**SENATE**

2. *Notices.*—(1) The Registrar shall send to the members of the Senate the notice of meeting at least forty clear days before the date of the meeting.

(2) All questions addressed to the Vice-Chancellor shall be submitted, in writing, to the Registrar at least thirty clear days before the date fixed for the meeting of the Senate.

(3) Twenty-five clear days before the date fixed for a meeting, the Registrar shall forward to each member of the Senate an agenda of the meeting.

(4) Notice in writing of the proposed amendment in the proposal shall be forwarded so as to reach the Registrar fifteen clear days before the date of the meeting:

Provided however that, the Chairperson may permit the amendment to the proposal to meet legal defect when such proposal is being discussed in the meeting of the Senate.

(5) The Registrar shall, five clear days before the date of the meeting, forward to each member of the Senate an agenda including all proposals and amendments. No proposal or amendment, of which such notice has not been given, shall be put to the meeting other than a motion for dissolution, adjournment or suspension of the meeting for passing to the next business on the statement, for referring the matter under consideration to the Management Council, Academic Council or Faculty for report, or an amendment accepted by the Chairperson.

("Clear days" means days excluding the day of issue of notice of the meeting and the day of the meeting.)

3. *Meetings.*—(1) The Senate shall meet at least twice a year on the dates to be fixed by the Chancellor. The meeting to be held in the month of March every year shall be the annual meeting of the Senate. The second meeting of the Senate shall generally be convened within a period of eight months from the date of the annual meeting. The annual meeting shall be held before 15th March every year.

(2) The Chancellor, or in his absence the Vice-Chancellor, or in the absence of both, the Pro-Vice Chancellor or in absence of all of the above, the member elected by the members present at the meeting, shall preside at the meetings of the Senate.

(3) Such proposals and amendments only as lie within the powers of the University under the Act shall be entertained and debated in the Senate including recommendations concerning the University education.

4. *Quorum.*—The quorum for the meeting of the Senate shall be one-third of the number of the sitting members. If there is no quorum at the commencement of a meeting, the Chairperson shall adjourn the meeting for half an hour. Such adjournment shall be recorded by the Registrar under the signature of the Chairperson. No quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting. Proceedings of the meeting shall be audio recorded.

5. *Order of Business.*—(1) Each member, before he takes his place, shall register his attendance in a book placed for the purpose at the entrance of place of meeting.

(2) The order of business of a meeting of Senate shall be as follows, unless the Chairperson of the meeting decides otherwise :

- (a) the election of the Chairperson, if it is a part of the business to be entertained at the meeting;
- (b) the confirmation and signing of the minutes of the previous meeting or the adjourned meeting;
- (c) the matters arising out of the minutes;
- (d) action taken report;
- (e) the election of any member of any authority or body or of any official of the University, if it is a part of the business to be entertained at the meeting;
- (f) conferment of honorary degrees and other academic distinctions at the Convocation, if it is a part of the business to be entertained at the meeting;
- (g) interpellations;
- (h) consideration of the Annual Financial Estimates and/or proposals for Supplementary Grants, if any;
- (i) consideration of Annual Accounts of the University and the Audit Report and resolutions thereon, if any;
- (j) consideration of the Annual Report and resolutions thereon, if any;
- (k) consideration of proposals of making, amending and repealing Statutes;
- (l) appointment of auditors when it is a part of the business to be entertained at the meeting;
- (m) any business and motions of which due notice has been given.

6. *Rules of Debate.*—(1) Every proposal shall be moved by the member in whose name it stands, or if he is absent, it may be moved by any other member.

(2) Every motion at a meeting shall be seconded; otherwise it shall drop. The member who has seconded the motion, may reserve his speech.

(3) When a motion has been seconded, it shall be so stated from the chair.

(4) When the proposal has been thus stated, it may be discussed as a motion to be resolved simply in the affirmative or negative or as proposed to be varied by way of amendment. When before or after debate, no member rises to speak on the motion, the Chairperson shall proceed to put the motion to the vote in the manner hereinafter provided.

(5) A substantive proposal once brought forward shall not be proposed a second time at the same meeting or at the adjourned meeting. A proposal substantially identical in part with the one already disposed of, may be brought forward at the same meeting or at any adjourned meeting with the omission of such part.

(6) Not more than one proposal and one amendment thereto shall be placed before the meeting at the same time. Each amendment shall be disposed of before the next is moved. All amendments which are not withdrawn shall be considered and voted upon.

(7) The proposer of the motion shall not speak for more than ten minutes and the seconder shall not speak for more than five minutes. Other members debating on the motion shall not speak for more than five minutes:

Provided that the said time-limit shall only be operative when the Chairperson, either *suo motu* or at the instance of a member of the Senate, draws the attention of the Senate to the fact that the time-limit has been exceeded. On the attention of the Senate being thus drawn, the Chairperson shall take the vote of the Senate whether the speaker be given a further period of five minutes or not. If the vote of the Senate is in the negative, the speaker shall conclude his speech. If the vote of the Senate is in favour of the speaker, he may address the Senate for a further period of five minutes, when the same procedure may be repeated whether or not the Chairperson's attention is drawn to the time-limit.

(8) All questions shall be addressed to the Vice-Chancellor and shall be submitted, in writing, to the Registrar.

(9) No member shall ask more than three questions at the meeting of the Senate.

(10) All questions to be asked shall be in the form of requests for factual information.

(11) The admissibility of questions shall be determined by the Vice-Chancellor. No question shall be admitted by the Vice-Chancellor which, in his opinion,

(a) is not based on factual information; or

(b) is vague or ambiguous; or

(c) is in public domain; or

(d) involves an argument, an inference, an ironical expression or a defamatory statement; or

(e) is of hypothetical character or asks for an expression of opinion or for solution of an abstract legal question or of a hypothetical proposition; or

(f) is personal information or is an information which refers to the character, conduct or competence of any person except in his or their official capacity as connected with the University; or

(g) refers to a matter which is of a confidential nature; or

(h) relates to any matter which is under consideration of the University authorities or officers of the University for decision; or

(i) the answering of which is detrimental to the interest of the University; or

(j) involves compilation of elaborate statements or statistics or expenditure of an unduly excessive amount of time and labour; or

(k) involves an information disclosure of which is exempted under the Right to Information Act, 2005; or

(l) relates to any matter which is under adjudication by a Court of Law; or

(m) does not relate to the affair or administration of the University.

(12) A member of the Senate asking questions which are judged inadmissible by the Vice-Chancellor shall be informed by the Registrar regarding the Vice-Chancellor's decision and the grounds there for soon after that decision. The Vice-Chancellor's decisions on the admissibility of the question shall be final and no discussion thereon shall be permitted in the meeting of the Senate.

(13) Questions judged admissible by the Vice-Chancellor for being answered shall be considered at a meeting of the Management Council which shall also prepare the answers to be given to them in the meeting of the Senate.

(14) All questions judged admissible by the Vice-Chancellor, together with such answers as are ready, shall be sent to the members of the Senate seven clear days before the date of the meeting.

(15) The time allotted for asking and answering of questions shall be one hour every day of the meeting of the Senate.

(16) In the meeting of the Senate, during the time allotted for asking and answering of questions, the Chairperson shall, call out the name of the members asking a question and then it shall be within the rights of such a member or any other member of the Senate to ask supplementary questions, asking for further factual information on the subject and within the scope of the original question, and the same shall be answered either by the Vice-Chancellor or the Registrar or a person designated in that behalf by the Management Council:

Provided that, the Chairperson shall have discretion to disallow a supplementary question and his decision shall be final.

7. *Amendments.*—(1) An amendment which reduces the proposal to a negative form shall not be moved.

(2) An amendment which raises a question already disposed of in the meeting or is inconsistent with any resolution already passed by it shall not be moved.

(3) The order in which amendments to a proposal are to be brought forward shall be determined by the Chairperson, with reference to their extent and mutual relation.

(4) An amendment, the substance of which has been disposed of in part may be modified by its proposer so as to retain only the parts not so disposed of.

(5) When an amendment has been moved and seconded, it shall be so stated from the Chair, and then the debate may proceed on the original proposal and the amendment together, but in so far as the question raised by the amendment is one on which a member has not yet spoken, he may speak on that question though he has spoken on the original question or on a previous amendment.

(6) Every amendment shall be in such form that it modifies the original proposal on the agenda by any or all of the following methods, namely:—

(a) by addition of words.

(b) by deletion of words.

(c) by substitution of words.

(7) The mover of the amendment shall state the proposal or the part thereof affected as it would stand when so amended.

(8) An amendment shall be relevant to and within the scope of the proposal to which it is proposed.

(9) An amendment which has the effect of an alternative proposal shall not be moved.

(10) If any amendment be carried, it shall become part of the motion before the Senate and the motion shall be modified accordingly.

(11) When all the amendments of which due notice has been given, have been considered, the original motion or the original motion as amended in the course of the debate, shall be placed before the Senate and put to the vote without further discussion.

8. *Withdrawal of a Motion.*—No motion shall be withdrawn from the decision of the Senate without its consent. If the mover of the motion expresses his willingness to withdraw a motion or amendment and if no objection is raised thereto within the time allowed by the Chairperson for that purpose, the Chairperson shall declare that the motion is withdrawn with the consent of the Senate.

9. *Resolving of the Senate into a Committee.*—(1) The Senate may, when it thinks fit, resolve itself into a committee to consider any proposal which may be on the agenda of business.

(2) A proposal for resolving of a meeting of the Senate into a meeting of Committee may be made by any member at any time with the permission of the Chair.

(3) No such proposal of resolving the Senate into Committee shall be considered unless at least twenty-five members support it by show of hands.

(4) The proposal, then having been duly seconded, shall be put to vote and shall only be carried if two-third of the members present vote in its favour.

(5) When the Senate decides to resolve itself into a Committee, the Chairperson may be the same as that of the meeting of the Senate and the quorum shall be the same as that of the meeting of the Senate.

(6) The manner in which the discussion of the matter under consideration shall be conducted shall be in the discretion of the Chairperson. When in the opinion of the Chairperson, the matter has been sufficiently discussed, the Committee shall incorporate its conclusion in a report to be signed by the Chairperson.

(7) The sitting of the Senate shall be considered as suspended for the period during which it is sitting in a Committee, and immediately after the termination of the sitting of the Committee, the Senate shall be again called to order by the Chairperson, and the report of the Committee's deliberation shall be presented to the Senate by the Registrar.

(8) If any of the resolution of the Committee involve recommendations not covered by the motion and the amendments to that motion on the agenda of the meeting of the Senate, then such resolution shall not be considered by the Senate until notice of twenty-five clear days of the same has been given.

(9) A proposal made as a result of the deliberations of such Committee may be presented to the Senate without previous consideration by the Management Council.

10. *Dissolution, Adjournment, Suspension and Passing to the Next Business on the Statement.—*

(1) A proposal of dissolution of the meeting may be moved at any time as a distinct proposal, but not as an amendment, nor so as to interrupt a speech. If the proposal is carried, the business before the meeting shall drop.

(2) A proposal for adjournment of the meeting to some specified time may be moved at any time as a distinct proposal, but not as an amendment nor except on the motion of the Chairperson, so as to interrupt a speech. If such proposal is resolved in negative, the debate shall be resumed. The same rule will apply to a meeting of the Senate in a Committee. No amendment shall be moved to such a proposal, except the one for substituting a different time to which it is proposed to adjourn the meeting.

(3) No meeting of the Senate shall be adjourned for more than fifteen days. The adjourned meeting shall be deemed to be in continuation of the preceding meeting.

(4) A proposal of suspension of the sitting for a specified time may be moved at any time as a distinct proposal, but not as an amendment, nor so as to interrupt a speech. If the proposal is carried, the business before the meeting shall be suspended for the specified time. The Chairperson may, in the case of grave disorder arising in the Senate, suspend any sitting for a specified time. However, no meeting of the Senate shall be suspended for more than half an hour.

(5) The proposal of passing to the next business on the statement may be made at any time as a distinct proposal but not as an amendment, nor so as to interrupt a speech. If such a proposal be carried, the motion under consideration and the amendment thereto shall not be further dealt with at the meeting.

(6) A proposal for dissolution or for the adjournment of the meeting or for suspension of the sitting or for passing to the next business shall be disposed of before the motion under debate is decided.

(7) When the motion for dissolution or adjournment or suspension or passing to the next business on the statement has been brought forward and resolved in negative, no other proposal of an identical nature shall be again brought forward in the same meeting.

(8) The proposal for the adjournment of the meeting or suspension of the sitting, may be moved only for the purpose of discussing a definite and urgent matter of recent occurrence relating to the affairs or administration of the University. Such proposal may be moved subject to the following restrictions, namely:-

- (a) no matter which is already on the agenda shall be discussed;
- (b) not more than one such motion shall be made at the same sitting;
- (c) not more than one matter shall be discussed on the same motion;
- (d) the motion shall not revive discussion on a matter which has been discussed in the same session;
- (e) the motion shall not deal with any matter which is under adjudication by a Court of Law having jurisdiction in any part of India;
- (f) the motion must not deal with a matter on which a resolution could not be moved.

11. *Right of Speech and Reply.—*(1) On each motion or motion and amendment in debate, a member may speak once on the motion and once on the amendment.

(2) After the mover of a motion or amendment has spoken, the other members may, save as otherwise provided, speak on the motion or amendment, in such order as the Chairperson may call upon them.

(3) Save in the exercise of a right of reply, or as otherwise provided, no member shall speak more than once, except with the permission of the Chairperson, for the purpose of making a personal explanation. But, in such a case no debatable matter shall be brought forward.

(4) The mover of a motion may speak second time, on the conclusion of a debate, by way of reply.

(5) The mover of an amendment or when there is no amendment, the mover of the original motion, may reply upon the debate before the vote on each is taken. The mover of a motion for dissolution or adjournment or for a suspension of sitting or for passing to the next business on the statement will also have a right of reply.

(6) No member shall speak on the motion after the mover has entered on his reply.

(7) The Chairperson has the same right of moving or seconding a motion or amendment and of taking part in the debate.

12. *Points of Order.*—(1) Any member may call the Chairperson's attention to a point of order even while another member is addressing the meeting. But beyond stating the precise point of order raised, he shall not make a speech. Such a call, pronounced by the Chairperson to be vexatious, and any interruption or obstruction to the progress of the business before the Senate, pronounced by the Chairperson to be unseemly or unreasonable, shall be deemed a breach of order.

(2) A member shall not raise a point of order to ask for information or to explain his position or which may be hypothetical.

(3) The Chairperson shall be the sole judge on any point of order, and may call any member to order. If the member so called to order, in speaking, disregards such call, the Chairperson may direct him to sit down, and thereupon another member may speak.

(4) In the event of any contumacious disregard of a ruling or call to order by the Chairperson, he may request the member so offending to leave the meeting and on such request, the member named by the Chairperson shall be suspended from his function as a member during the meeting, and shall be bound to withdraw immediately himself.

13. *Voting.*—(1) On putting any motion to the vote, the Chairperson shall call for an indication of the opinion of the Senate by a show of hands in the affirmative and negative, or by sitting and rising, and shall declare the result thereof which shall be recorded in the minutes of the meeting. If the votes are actually counted, the number of votes on either side shall also be recorded in the minutes along with the result.

(2) Any member may then demand a Division. Voting in all Divisions shall be by ballot. No Division can be asked for on a motion for adjournment or on a vote of the Senate taken under sub-clause (1) of clause 12.

(3) The Chairperson shall thereupon appoint four Tellers and shall give such directions for effecting the Division as he shall consider expedient.

(4) In every Division, only such members as were present at the time of putting of the motion, shall be entitled to vote. Voting shall be on papers supplied at the meeting by the Registrar, and every voting paper shall be returned with or without the vote.

(5) Upon the Chairperson announcing the Division to be closed, the Tellers shall state in writing the number on each side, sign the statement, and hand it over to the Chairperson, together with the voting papers in two separate bundles, whereupon the Chairperson shall declare the result of the Division to the meeting, and the result shall be recorded in the minutes of the meeting.

(6) If after a Division has been taken, five members present demand a recount, the Chairperson shall appoint two or more members to act with the Tellers, who shall report the facts found by them in writing to the Chairperson, who shall thereupon declare the result to the meeting, and such declaration shall be recorded in the minutes of the meeting and shall be conclusive.

(7) Pending the recount, the Chairperson may, in his discretion, either suspend the sitting or call for such business as may, in his opinion, be most conveniently proceeded with. Business thus entered on shall be proceeded with, but on its disposal the regular order of subjects, if it has been departed from, shall be resumed.

14. *Lapsing of Business.*—All proposals, together with their amendments, if any, on the agenda of a meeting of the Senate which have not been moved or voted upon, for want of time or for any other reason at the meeting to which the agenda relates, shall, at the close of the meeting, stand lapsed. Such proposals

shall not be placed on the agenda of the next or subsequent meetings save on receipt of a fresh notice. A motion shall not lapse if a part thereof or an amendment thereto has been voted upon.

15. *Minutes.*—After every meeting or adjourned meeting of the Senate, the Registrar shall, as early as possible within thirty days send a copy of the minutes of such meeting to each member of the Senate. Resolutions of the Senate shall not contain deliberations and discussions. Exception to the correctness of the minutes, if any, shall be sent by the members to the Registrar within two weeks from the date of dispatch of the minutes and shall be brought to the notice of the Chairperson, who shall take necessary action on it

### MANAGEMENT COUNCIL

16. *Meetings.*—The Management Council shall meet at least four times a year and as and when convened by the Vice-Chancellor.

17. *Notice of the Meeting.*—The Registrar shall issue a notice of meeting of the Management Council at least fourteen clear days before the date of the meeting. He shall issue an agenda of the meeting to all the members of the Management Council at least seven clear days prior to the date of the meeting :

Provided that the Chairperson shall waive the period of notice in case of an emergency meeting :

Provided further that in case of emergency, the proposal not included in the agenda of the meeting, may be taken up for consideration, with the consent of the Chairperson.

18. *Quorum.*—The quorum for the meeting of the Management Council shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

19. *Conduct of Business.*—(1) The Vice-Chancellor or in his absence the Pro-Vice Chancellor and in absence of both, a person elected by the members present from amongst themselves shall preside at the meeting.

(2) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote. The permanent invitees shall have the right to participate in the deliberations relating to the particular subject matter only and shall not have the right to vote.

(3) The Management Council may refer any of the subjects within its purview to the relevant authority or public body of the University. The report of such authority or public body shall be considered by the Management Council.

(4) Proceedings of the meeting shall be audio recorded.

(5) The decision of the Management Council shall be recorded in the form of resolution. Resolution shall not contain the deliberations and discussions. However, any dissent specifically asked by the member/s for being so recorded, shall be recorded.

(6) The members of the Management Council shall be under obligation to safeguard the interest of the University and honour the resolutions.

20. *Minutes of the Meeting.*—(1) The Registrar shall submit the minutes of the meeting of the Management Council within three days from the date of the meeting to the Chairperson for his approval.

(2) On approval of the minutes by the Chairperson, the Registrar or the officers concerned may proceed with the implementation of the resolutions of the Management Council. The action taken on the resolutions shall be reported to the Management Council in its succeeding meeting. The Registrar shall ensure that the action taken on every resolution of the Management Council is duly reported to the Management Council as soon as the action thereon is completed.

(3) The minutes of the meeting shall be circulated to the members of the Management Council along with the agenda of the subsequent meeting.

(4) The agenda of the meeting of the Management Council along with its enclosures and the minutes of the meeting shall be treated as confidential, till the actions on the resolutions are completed.

### ACADEMIC COUNCIL

21. *Meetings.*—The Academic Council shall meet at least four times a year and as and when convened by the Vice-Chancellor.

22. *Notice of the Meeting.*—The Registrar shall issue a notice of the meeting of the Academic Council at least twenty-one clear days prior to the day of meeting. He shall send the agenda for the meeting to all the members of the Academic Council seven clear days before the meeting.

23. *Quorum.*—The quorum for the meeting of the Academic Council shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

24. *Conduct of Business.*—(1) The Vice-Chancellor or in his absence, Pro-Vice-Chancellor or in absence of both, a person elected by the members present from amongst themselves shall preside at the meeting.

(2) The business at the meeting of the Academic Council shall be transacted in accordance with the agenda issued for the purpose and the various proposals placed on the agenda shall be considered serium, unless otherwise decided at the meeting.

(3) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

(4) Proceedings of the meeting shall be audio recorded.

(5) The decision of the Academic Council shall be recorded in the form of resolution. It shall not contain the deliberations and discussions. However, any dissent specifically asked by the member/s for being so recorded, shall be recorded.

25. *Minutes of the Meeting.*—(1) The Registrar shall submit the minutes of the meeting of the Academic Council within seven days from the date of the meeting to the Chairperson for his approval.

(2) On approval of the minutes by the Chairperson, the Registrar or the officers concerned may proceed with the implementation of the resolutions of the Academic Council. The Registrar shall ensure that the action taken on every resolution of the Academic Council is duly reported to the Academic Council as soon as the action thereon is completed.

(3) The minutes of the meeting shall be circulated to the members of the Academic Council along with the agenda of the subsequent meeting.

### FACULTY

26. *Meetings.*—The Faculty shall meet at least four times a year or as and when required.

27. *Notice of the Meeting.*—An officer of the concerned section or unit shall issue the notice of the meeting to all members of the faculty at least eight clear days before the date of the meeting along with the agenda for the meeting.

28. *Quorum.*—The quorum for the meeting of the Faculty shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

29. *Conduct of Business.*—(1) The Dean shall be the Chairperson or in his absence, a person elected by the members present from amongst themselves shall preside at the meeting.

(2) The business at the meeting of the Faculty shall be transacted in accordance with the agenda issued for the purpose and the various proposals placed on the agenda shall be considered serium, unless otherwise decided at the meeting.



(3) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

30. *Minutes of the Meeting.*—(1) An officer of the concerned section or unit shall prepare the minutes of the meeting of the Faculty immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.

(2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Faculty.

(3) The action taken on the resolutions shall be reported to the Faculty in its succeeding meeting.

### **BOARD OF DEANS**

31. *Meetings.*—The Board of Deans shall meet at least four times a year or as and when required.

32. *Notice of the Meeting.*—The Director, Innovation, Incubation and Linkages shall issue the notice of meeting of Board of Deans to all the member, at least eight clear days before the date of meeting, along with the agenda for the meeting.

33. *Quorum.*—The quorum for the meeting of the Board of Deans shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

34. *Conduct of Business.*—(1) The Pro-Vice Chancellor shall be the Chairperson or in his absence, a person elected by the members present from amongst themselves shall preside at the meeting.

(2) The business at the meeting of the Board of Deans shall be transacted in accordance with the agenda issued for the purpose and the various proposals placed in the agenda shall be considered serium, unless otherwise decided at the meeting.

(3) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

(4) The decision of the Board of Deans shall be recorded in the form of resolution.

35. *Minutes of the Meeting.*—(1) The Director, Innovation, Incubation and Linkages shall prepare the minutes of the meeting of the Board of Deans immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.

(2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of Deans.

(3) The action taken on the resolutions shall be reported to the Board of Deans in the succeeding meeting.

### **BOARD OF SUB-CAMPUSES OF THE UNIVERSITY**

36. *Meetings.*—The Board of Sub-Campuses shall meet at least four times a year or as and when required.

37. *Notice of the Meeting.*—An officer of the concerned section or unit shall issue a notice of the meeting to all the members of the Board of Sub-Campuses at least eight clear days, before the date of the meeting, along with the agenda for the meeting.

38. *Quorum.*—The quorum for the meeting of the Board of Sub-Campuses shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

39. *Conduct of Business.*—(1) The Pro-Vice Chancellor shall be the Chairperson or in his absence, one of the Deans elected by the members present shall preside at the meeting.

(2) The business at the meeting of the Board of sub-campuses shall be transacted in accordance with the agenda issued for the purpose and the various proposals placed on the agenda shall be considered serious, unless otherwise decided at the meeting.

(3) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

40. *Minutes of the Meeting.*—(1) The minutes of the meeting of the Board of sub-campuses shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.

(2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of sub-campuses.

(3) The action taken on the resolutions shall be reported to the Board of sub-campuses in its succeeding meeting.

### BOARDS OF STUDIES

41. *Meetings.*—The Board of Studies shall meet at least four times a year or as and when required.

42. *Notice of the Meeting.*—An officer of the concerned section or unit shall issue a notice of the meeting to all the members of the Board of Studies at least eight clear days, before the date of the meeting, along with the agenda for the meeting.

43. *Quorum.*—The quorum for the meeting of the Board of Studies shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

44. *Election of the Chairperson.*—The Chairperson of the Board of Studies shall be elected by the members of the Board of Studies from amongst themselves at its first meeting, before co-option of members in the Board of Studies as per the proviso of clause (d) of sub-section (2) of section 40 of the Act.

45. *Co-option.*—The co-option as per the proviso of clause (a) of sub-section (2) of section 40 of the Act shall be done at the first meeting of the board of studies before the election of the Chairperson of the board of studies.

46. *Conduct of Business.*—(1) The Chairperson or in his absence, a person elected by the members present from amongst themselves shall preside at the meeting.

(2) Any two or more Boards may, and at the request of the Academic Council or the Management Council, shall meet and act in concurrence and render a joint report upon any matter which lies within the purview of both or all of them. The quorum of a joint meeting of the Boards shall include a full quorum of each Board represented, no member present being counted on more than one separate quorum. The joint meeting shall elect one of the Chairpersons of the Boards of Studies as the Chairperson.

(3) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

47. *Minutes of the Meeting.*—(1) The minutes of the meeting of the Board of Studies shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.

(2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of Studies.

### BOARD OF UNIVERSITY DEPARTMENTS AND INTERDISCIPLINARY STUDIES

48. *Meetings.*—The Board of University Departments and Interdisciplinary Studies shall meet at least three times a year and at other times, when convened by the Chairperson.

49. *Notice of the Meeting.*—The notice of at least eight clear days, before the date of the meeting, along with the agenda for the meeting shall be given to all the members of Board of University Departments and Interdisciplinary studies.

50. *Quorum.*—The quorum for the meeting of the Board of University Departments and Inter-Disciplinary Studies shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

51. *Conduct of Business.*—(1) The Pro-Vice Chancellor shall be the Chairperson or in his absence, one of the Deans elected by the members present shall preside at the meeting.

(2) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

52. *Minutes of the Meeting.*—(1) The minutes of the meeting of the Board of University Departments and Interdisciplinary Studies shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.

(2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of University Departments and Interdisciplinary Studies.

#### BOARD OF POST-GRADUATE EDUCATION IN COLLEGES

53. *Meetings.*—The Board of Post-Graduate Education in Colleges shall meet at least four times a year, two of which shall necessarily be in the month of September or October and December or January, each year.

54. *Notice of the Meeting.*—The notice of at least eight clear days, before the date of the meeting, along with the agenda for the meeting shall be given to all the members of the Board of Post-Graduate Education in colleges.

55. *Quorum.*—The quorum for the meeting of the Board of Post-Graduate Education in Colleges shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

56. *Conduct of Business.*—(1) The Pro-Vice Chancellor shall be the Chairperson or in his absence, one of the Deans elected by the members present shall preside at the meeting.

(2) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

57. *Minutes of the Meeting.*—(1) The minutes of the meeting of the Board of Post-Graduate Education in Colleges shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.

(2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of Post-Graduate Education in Colleges.

#### BOARD OF LIFELONG LEARNING AND EXTENSION

58. *Meetings.*—The Board of Lifelong Learning and Extension shall meet at least twice a year.

59. *Notice of the Meeting.*—The notice of at least eight clear days along, before the date of the meeting, with the agenda for the meeting shall be given to all the members of the Board of Lifelong Learning and Extension

60. *Quorum.*—The quorum for the meeting of the Board of Lifelong Learning and Extension shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

61. *Conduct of Business.*—(1) The Vice-Chancellor shall be the Chairperson or in his absence, the Pro-Vice Chancellor or in absence of both, a person elected by the members present from amongst themselves shall preside at the meeting.

(2) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

62. *Minutes of the Meeting.*—(1) The minutes of the meeting of the Board of Lifelong Learning and Extension shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.

(2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of Lifelong Learning and Extension.

#### BOARD OF EXAMINATIONS AND EVALUATION

63. *Meetings.*—The Board of Examinations and Evaluation shall meet at least twice in an academic year.

64. *Notice of the Meeting.*—A notice of at least eight clear days, before the date of the meeting, along with the agenda for the meeting shall be given to all the members of the Board of Examinations and Evaluation.

65. *Quorum.*—The quorum for the meeting of the Board of Examinations and Evaluation shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

66. *Conduct of Business.*—(1) The Vice-Chancellor shall be the Chairperson or in his absence, the Pro-Vice-Chancellor or in absence of both, a person elected by the members present from amongst themselves shall preside at the meeting.

(2) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

(3) The decision of the Board of Examinations and Evaluation shall be recorded in the form of resolution. It shall not contain the deliberations and discussions. However, any dissent specifically asked by the member/s for being so recorded, shall be recorded.

67. *Minutes of the Meeting.*—(1) The minutes of the meeting of the Board of Examinations and Evaluation shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.

(2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of Examinations and Evaluation.

(3) The action taken on the resolutions shall be reported to the Board of Examinations and Evaluation in its succeeding meeting.

#### THE BOARD OF INFORMATION TECHNOLOGY

68. *Meetings.*—The Board of Information Technology shall meet at least three times a year.

69. *Notice of the Meeting.*—The notice of at least eight clear days, before the date of the meeting, along with the agenda for the meeting shall be given to all the members the Board of Information Technology.

70. *Quorum.*—The quorum for the meeting of the Board of Information Technology shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

71. *Conduct of Business.*—(1) The Vice-Chancellor shall be the Chairperson and in his absence, the Pro-Vice-Chancellor or in absence of both, a person elected by the members present from amongst themselves shall preside at the meeting.

(2) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

72. *Minutes of the Meeting.*—(1) The minutes of the meeting of the Board of Information Technology shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.

(2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of Information Technology.

(3) The action taken on the resolutions shall be reported to the Board of Information Technology in its succeeding meeting.

#### BOARD OF NATIONAL AND INTERNATIONAL LINKAGES

73. *Meetings.*—The Board of National and International Linkages shall meet at least three times a year.

74. *Notice of the Meeting.*—The notice of at least eight clear days, before the date of the meeting, along with the agenda for the meeting shall be given to all the members the Board of National and International Linkages

75. *Quorum.*—The quorum for the meeting of the Board of National and International Linkages shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

76. *Conduct of Business.*—(1) The Vice-Chancellor shall be the Chairperson or in his absence, the Pro-Vice-Chancellor or in absence of both, a person elected by the members present from amongst themselves shall preside at the meeting.

(2) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

77. *Minutes of the Meeting.*—(1) The minutes of the meeting of the Board of National and International Linkages shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.

(2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of National and International Linkages.

(3) The action taken on the resolutions shall be reported to the Board of National and International Linkages in its succeeding meeting.

#### BOARD FOR INNOVATION, INCUBATION AND ENTERPRISE

78. *Meetings.*—The Board of Innovation, Incubation and Enterprise shall meet at least twice a year.

79. *Notice of the Meeting.*—The notice of at least eight clear days, before the date of the meeting, along with the agenda for the meeting shall be given to all the members of the Board of Innovation, Incubation and Enterprise.

80. *Quorum.*—The quorum for the meeting of the Board of Innovation, Incubation and Enterprise shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

81. *Conduct of Business.*—(1) The Vice-Chancellor shall be the Chairperson and in his absence, the Pro-Vice-Chancellor or in absence of both, a person elected by the members present from amongst themselves shall preside at the meeting.

(2) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

82. *Minutes of the Meeting.*—The minutes of the meeting of the Board of Innovation, Incubation and Enterprise shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.

(1) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of Innovation, Incubation and Enterprise.

(2) The action taken on the resolutions shall be reported to the Board of Innovation, Incubation and Enterprise in its succeeding meeting.

### **BOARD OF STUDENTS' DEVELOPMENT**

83. *Meetings.*—The Board of Students' Development shall meet at least twice a year or at such other times as may be convened by the Chairperson.

84. *Notice of the Meeting.*—The Director of Students' Development shall issue a notice of the meeting to all the members at least eight clear days before the date of the meeting, along with the agenda for the meeting.

85. *Quorum.*—The quorum for the meeting of the Board of Students' Development shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

86. *Conduct of Business.*—(1) The Vice-Chancellor shall be the Chairperson or in his absence, the Pro-Vice-Chancellor or in absence of both, a person elected by the members present from amongst themselves shall preside at the meeting.

(2) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

87. *Minutes of the Meeting.*—(1) The Director of Students' Development shall prepare the minutes of the meeting immediately after the meeting is concluded and shall submit the same to the Chairperson for his approval.

(2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of Students' Development.

(3) The action taken on the resolutions shall be reported to the Board of Students' Development in its succeeding meeting.

### **BOARD OF SPORTS AND PHYSICAL EDUCATION**

88. *Meetings.*—The Board of Sports and Physical Education shall meet at least twice a year or at such other times as may be convened by the Chairperson.

89. *Notice of the Meeting.*—The Director of Sports and Physical Education shall issue a notice of the meeting to the members at least eight clear days before the date of the meeting, along with the agenda for the meeting.

90. *Quorum.*—The quorum for the meeting of the Board of Sports and Physical Education shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

91. *Conduct of Business.*—(1) The Vice-Chancellor shall be the Chairperson or in his absence, the Pro-Vice-Chancellor or in absence of both, a person elected by the members present from amongst themselves shall preside at the meeting.

(2) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

92. *Minutes of the Meeting.*—(1) The minutes of the meeting of the Board of Sports and Physical Education shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.

(2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of Sports and Physical Education.

### BOARD OF RESEARCH

93. *Meetings.*—The Board of Research shall meet at least three times a year or at such other times as may be convened by the Chairperson.

94. *Notice of the Meeting.*—The Director, Innovation, Incubation and Linkages shall issue the notice of at least eight clear days, before the date of the meeting of the Board of Research along with the agenda to all the members of Board of Research.

95. *Quorum.*—The quorum for the meeting of the Board of Research shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

96. *Conduct of Business.*—(1) The Vice-Chancellor shall be the Chairperson and in his absence, the Pro-Vice-Chancellor or in absence of both, a person elected by the members present from amongst themselves shall preside at the meeting.

(2) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

97. *Minutes of the Meeting.*—(1) The minutes of the meeting of the Board of Research shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.

(2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of Research.

(3) The action taken on the resolutions shall be reported to the Board of Research in its succeeding meeting.

By order and in the name of the Governor of Maharashtra,

SIDHARTH KHARAT,  
Joint Secretary to Government.