



Thursday, the 19th March, 2015

DIRECTION

NO. 1/2015

DATE : 19.03.2015

Rules of procedure at the meetings of the Board of Examinations

Whereas the Board of Examinations is one of the authorities defined in the Maharashtra Universities Act, 1994 under Section 24(8);

And

Whereas it is expedient to prescribe rules of procedure at the meetings of the Board of Examinations;

And

Whereas the matter is to be prescribed by the Statute as per Section 49(1) of the Maharashtra Universities Act, 1994;

And

Whereas prescribing of the Statute under Section 52(2) of the Maharashtra Universities Act, 1994 may take time;

I, therefore, Dr.M.K.Khedkar, Vice-Chancellor, Sant Gadge Baba Amravati University, Amravati, in exercise of powers vested in me under Section 14(8) of the Maharashtra Universities Act, 1994, hereby issue the Direction as under :-

1. This Direction may be called "Rules of procedure at the meetings of Board of Examinations"
2. This Direction shall come into force with effect from the date of its issuance.
3. In this Direction, unless the context otherwise requires;
 - (i) "Act" means the Maharashtra Universities Act, 1994.
 - (ii) "Board of Examinations" means the Board of Examinations constituted under Section 31(3) of the Maharashtra Universities Act, 1994.
 - (iii) "Deans" mean persons elected under Section 15(2)(a) of the Maharashtra Universities Act, 1994.
 - (iv) "Original Statute-45" means Original Statute-45, prescribing rules of procedure at the meeting of the University Senate.
4. A meeting shall be convened under the orders of the Vice-Chancellor;
Provided that the Vice-Chancellor shall convene the meeting if a requisition signed by not less than one-fourth of members of the Board of examinations has been received by him.
5. a) The Controller of Examinations shall be the Member-Secretary of the Board of Examinations. He shall issue notice of the meetings, record the minutes of the proceedings and perform all other functions required to be performed by the secretary of the authority.
b) Not less than twenty one day's notice of the date, time and place of a meeting shall be given:
Provided in the case of an emergent meeting such previous notice shall be given as the circumstances in each case may permit.

6. No business shall be considered at a meeting other than that specified in the agenda :
Provided that any business, not specified in the agenda, may be brought forward by any member with the permission of the Chair.
7. Propositions to be laid before a meeting by any member must be received in the Office of the Controller of Examinations fourteen clear days before the date of the meeting, other than an emergent meeting.
8. The agenda shall be dispatched ten clear days before the date of the meeting other than an emergent meeting.
9. A meeting may be adjourned to any day in order to complete unfinished business. Notice of such adjournment shall also be sent to absent members.
10. The Vice-Chancellor shall preside at every meeting of the Board of Examinations. If he is absent and if there is no Pro-Vice-Chancellor, such member, as members present choose, shall be the Chairman of that meeting.
11. (a) All items, questions, matters or proposals on the agenda shall be decided by a majority of votes of members present and voting at the meeting the whole number present at the meeting, whether voting or not, not being less than one third of the total number of members of the Board of Examinations;
Provided that, this majority should consist of at least three Deans of Faculties present in the meeting.
(b) The Chairman shall have a vote and a casting vote.
12. The minutes of the proceedings of every meeting shall be drawn up by the Member-Secretary and countersigned by the Chairman.
13. Any member of the Board of Examinations may make any recommendation or proposal. Such recommendation or proposal shall be sent in the form of a letter through the Controller of Examinations and shall be considered by the Board of Examinations at the earliest date possible.
14. The discussion of matters at meetings of the Board of Examinations shall be regulated by the Chairman for the time being in accordance with the rules laid down in Original Statute-45 for discussion of matters at meetings of the Senate in so far as they may be applicable:
Provided that the Chairman may make such changes as he considers essential and changes made by him shall be final for that meeting, so however, that the changes so made shall not be inconsistent with the Act, any Statute, Ordinance and the Rules contained in this Statute.
15. One third of the total number of members of the Board of Examinations including the Chairman and Member Secretary, in addition to at least three Deans of faculty, shall form a quorum. This provision for quorum shall also be applicable even at the adjourned meeting of the Board of Examinations.
No business shall be transacted unless at least nine members including the Chairman, Member Secretary and at least three Deans, are present in the meeting as well as in the adjourned meeting of the Board of Examinations.
16. The rules providing for numbering of agenda and minutes pages of the meeting of the authorities of the University and the rules regarding circulations of enclosures adopted by the University, shall be followed.
17. The Direction No.35/2006, dated 30.11.2006 is hereby stands repealed.

Date : 16/03/2015

Sd/-
(Dr.M.K.Khedkar)
Vice-Chancellor
Sant Gadge Baba Amravati University
