

# SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE



Official Publication of Sant Gadge Baba Amravati University

PART- ONE

( Extra-Ordinary )

**Tuesday, 1<sup>st</sup> January, 2019**

## **Direction**

No.1/2019

Date : 1/1/2019

**Subject : Procedure for conduct of business at the meetings of the Board of Examinations & Evaluation.**

Whereas, the Maharashtra Public Universities Act, 2016 is implemented for all public Universities in the State of Maharashtra as defined in Schedule Part-I of the Maharashtra Public Universities Act, 2016.

AND

Whereas, the Board of Examinations & Evaluation is one of the authority given in the Maharashtra Public Universities Act, 2016 is under Section 26(11);

AND

Whereas, the procedure for conduct of business at the meetings of the Board of Examinations & Evaluation was prescribed by Direction No.30 of 2018 which now stands infructuous;

AND

Whereas, the matter is to be prescribed by the Statute as per Section 71(5) of the Maharashtra Public Universities Act, 2016;

AND

Whereas, making of the Statute is likely to take some time;

AND

Whereas, it is now expedient to prescribe Procedure for conduct of business at the meetings of the Board of Examinations & Evaluation as per Maharashtra Public Universities Act, 2016;

Now, therefore, I, Dr.M.G.Chandekar, Vice-Chancellor, Sant Gadge Baba Amravati University, Amravati, in exercise of powers conferred upon me under Section 12(8) of the Maharashtra Public Universities Act, 2016 do hereby direct as under :-

1. This Direction may be called, "Procedure for conduct of business at the meetings of the Board of Examinations & Evaluation, Direction, 2019"
2. This Direction shall come into force with effect from the date of its issuance.
3. In this provisions, unless the context otherwise requires;
  - (i) "Act" means the Maharashtra Public Universities Act, 2016.
  - (ii) "Board of Examinations & Evaluation" means the Board of Examinations & Evaluation constituted under Section 47(3) of the Maharashtra Public Universities Act, 2016.
  - (iii) "Deans" means persons appointed as a Deans of the respective Faculties mentioned under the provisions of the Maharashtra Public Universities Act, 2016.
  - (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 and Evaluation has been received by him.
5. a) The Director, Board of Examinations and Evaluation shall be the Member-Secretary of the Board of Examinations and Evaluation. 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 Director, Board of Examinations and Evaluation, 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 and Evaluation. In absence of Vice-Chancellor and Pro-Vice-Chancellor, the members present in the meeting shall elect a Chairman of the meeting.
11. One third of the total number of members of the Board of Examinations and Evaluation including the Chairman and Member Secretary and at least one Dean of Faculty, shall form a quorum. This provision for quorum shall also be applicable even at the adjourned meeting of the Board of Examinations and Evaluation.

No business shall be transacted unless at least five members including the Chairman, Member Secretary and at least one Dean, is present in the meeting as well as in the adjourned meeting of the Board of Examinations and Evaluation.

12. (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 Examination and Evaluation;  
Provided that, this majority should consist of atleast one Dean of faculty present in the meeting.  
  
(b) The Chairman shall have a vote and a casting vote.
13. The minutes of the proceedings of every meeting shall be drawn up by the Member-Secretary and countersigned by the Chairman.
14. Any member of the Board of Examinations and Evaluation may make any recommendation or proposal. Such recommendation or proposal shall be sent in the form of a letter through the Director, Board of Examinations and Evaluation and shall be considered by the Board of Examinations and Evaluation at the earliest date possible.
15. The discussion of matters at meetings of the Board of Examinations and Evaluation 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 procedure contained in this Direction.
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.

Date : 19/12/2018

Sd/-  
(Dr.M.G.Chandekar)  
Vice-Chancellor  
Sant Gadge Baba Amravati University

\*\*\*\*\*