

(Extra-ordinary)

Direction

No. : 4 /2019

Date : 1/ 2 /2019

**Subject : Procedure of Co-options on the Board of Studies under various categories  
(under section 40(2) proviso (a) and under section 40 (2) (d) (ii) and (iii))**

Whereas, "Maharashtra Public Universities Act, 2016" has been implemented for Non-Agricultural Universities in the State,

AND

Whereas, the Higher & Technical Education Department of Maharashtra has been directed to implement the said Act with effect from 1 March, 2017.

AND

Whereas, proviso of clause (a) of sub section (2) and sub clauses (ii) (iii)(A) (B) (C) (D) of clause (d) of sub section (2) of Section 40 of the Maharashtra Public Universities Act, 2016 has provided the co-options on the Board of Studies under various categories,

AND

Whereas, the procedure of the co-options on the Board of Studies has not laid down by any provision of the Maharashtra Public Universities Act, 2016,

AND

Whereas, the matter for prescribing the procedure for co-options on the Board of Studies is required to be regulated by the Statute and making the Statute may take some time,

Now, therefore, I, Dr. M. G. Chandekar, Vice-Chancellor of Sant Gadge Baba Amravati University, in exercise of powers conferred upon me, under sub-section (8) of Section 12 of the Maharashtra Public Universities Act, 2016, hereby issue the following direction;

1. This Direction may be called, " Procedure of Co-options on the Board of Studies under various categories Direction, 2019".
2. This direction shall come into force with effect from the date of its issuance.
3. In this Direction, unless the context otherwise requires:
  - (a) 'Act' means Maharashtra Public Universities Act, 2016.
  - (b) 'Board' means a Board of Studies as provided in Direction No. 17/2017 for every subject or group of subjects comprised in the Faculty.
  - (c) 'Nomination paper', 'Notice of Withdrawal', 'Ballot Paper' means nomination, withdrawal and Ballot given in proforma vide Appendix-C-1, C-2, C-3 and C-4 appended with this Direction.
  - (d) 'Affiliated college/ Institution' means college or recognized institution affiliated to Sant Gadge Baba Amravati University.
  - (e) 'Returning Officer' means the Registrar of the University who shall act as the Returning Officer for co-option.
  - (f) 'Presiding Officer' means Chairperson/working chairperson of the Board of Studies or a person appointed by the Vice-Chancellor.
  - (g) 'P.G.Teacher' means विद्यापीठ व विद्यापीठाशी संलग्नीत महाविद्यालयांच्या पदव्युत्तर विभागामध्ये पदव्युत्तर शिक्षणात पूर्णवेळ सहाय्यक प्राध्यापक अथवा सहयोगी प्राध्यापक अथवा प्राध्यापक या नात्याने कार्यरत असलेला मान्यताप्राप्त शिक्षक.
  - (h) 'P.G. Recognized Teacher' means a teacher recognized as a P.G. Recognised Teacher by the University.
  - (i) 'P.G.Programme' means the Programmes imparting instructions at Post Graduate Level in various Faculties and for the Guidance of research studies or specialized studies in the University Teaching Departments/ Recognized Institutions/ Affiliated Colleges/ Post Graduate Centers.
4. In the first meeting of the Board of Studies co-options on the Board shall be held under proviso of clause (a) of sub section (2) and sub-clauses (ii), (iii) (A) (B) (C) (D) of clause (d) of sub-section (2) of Section 40 of the Maharashtra Public Universities Act, 2016.
5. If there is no University Department in the subject, the Board shall co-opt head of the department who is recognised for imparting teaching to Post Graduate Students in an affiliated college or a recognised institution having Post Graduate teaching in that subject as provided under the proviso of clause (a) of sub-section (2) of Section 40 of the Maharashtra Public Universities Act, 2016.
6. (a) An officer not below the rank of Asstt. Registrar and appointed by the Vice – Chancellor shall assist the co-option process of the Board of Studies.
  - (b) If Chairperson/Working Chairperson could not be available for any reason, an Officer appointed as mentioned in sub Para (a) above shall act as a Presiding Officer for conducting the process of co – option.

7. Members present in the meeting shall propose the names of Head of Department to be co-opted on the Board as prescribed in proviso of clause (a) of sub-section (2) of section 40 where there is no University Department in the subject in the prescribed proforma of nomination as *Appendix C-1*.
- Provided that* the Head to be co-opted under provision of 40(2)(a) shall have following qualifications.
- (1) 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.
  - (2) Shall possess Ph.D. Degree, unless he is a Principal appointed as a Principal before 13<sup>th</sup> October, 2000,
  - (3) shall have at least ten years teaching experience at undergraduate level in aggregate,
  - (4) shall have undertaken university examination related work for at least five years in aggregate.
8. The board shall co-opt persons under provision 40(2) d(ii), d(iii) (A),(B),(C) and (D) on the Board of Studies satisfying the eligibility conditions given in Higher and Technical Education Department, Govt. of Maharashtra Notification No. MNS-2016/(347/16) UE-3, dt. 28<sup>th</sup> April, 2017 issued by the Higher & Technical Education Department of the Govt. of Maharashtra, Mantralaya, Mumbai.
9. Presiding Officer shall conduct the process of co-option one by one for co-option under provision 40(2)(d)(ii) and (iii) by calling Nomination Paper by declaring specific time for submission.
10. Nomination of the candidate for above categories shall be made in the prescribed related proforma as per *appendices C-1 or C-2*. Every Nomination Paper shall be signed by Proposer and Seconder, and shall be signed and dated by the candidate assenting to the co-option.
11. Where the number of members present in the meeting is three, or less than three excluding the Working Chairperson, the nomination paper signed by the proposer will be treated as valid even though it is not signed by the seconder.
12. No member shall propose and/or second more candidates than the number of persons to be co-opted in each category.
13. (a) The Presiding Officer after scrutiny of each nomination paper, shall declare the list of validly nominated candidates for co-option.
- (b) He shall further declare a time for withdrawal which shall be ordinarily of five minutes.
- (c) In case the proposer wants to withdraw the name of person(s) proposed by him for co-option he shall give notice of withdrawal to the Presiding Officer in the form given in *Appendix C-3* within a time limit so announced.
14. Every member of the Board present in the meeting shall have right to vote for each co-option.
15. If nomination paper in respect of persons to be co-opted on the Board are equal to or less than the number of persons to be co-opted, the persons will be declared co-opted.
16. If number of validly nominated candidates are more than the number to be co-opted, ballot paper will be provided to each member. The form of ballot paper shall be as per *Appendix- C-4*.
17. Voting for co-option of persons on the Boards shall be by secret ballot.
18. Every member of the Board shall mark as  $\surd$  by blue ink in column No. 3 of the Ballot Paper against the name(s) of not more than the number of person(s) to be co-opted in that category.
19. The ballot paper shall be invalid if-
- (a) it is signed by the voter, or any mark is placed which identifies or tends to identify the voter;
  - (b) it cannot be determined for which candidate the vote is recorded;
  - (c) it is unmarked;
  - (d) marks are placed against the name(s) of person(s) more than the member(s) to be co-opted,
  - (e) more than one mark ( $\surd$ ) against the name of same candidate.

---

**SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE - 2019 - PART ONE - 19**

---

20. The result of Co-option shall be decided by simple majority vote that is to say person(s) equal to the number of person(s) to be co-opted in respective categories securing higher number of votes in serial order shall be duly declared as co-opted.

Provided in case of difficulties in declaring the result of co-option on account of equal number of votes secured by two or more candidates, a lot shall be drawn and the person in whose favour the lot is resulted, shall be declared co-opted.

21. The Co-options on the Board shall be signed by the Presiding Officer of the Board during the meeting.
22. As Statute No. 12 of 2000 and 1 of 2011 are inconsistent with the provision of Maharashtra Public Universities Act, 2016, hence the Statute No. 12 of 2000 and 1 of 2011 stands repealed.

Date : 1 / 2 /2019

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

\*\*\*\*\*

SANT GADGE BABA AMRAVATI UNIVERSITY

NOMINATION PAPER

(See para- 7 of Direction No. 4 of 2019)

Co-option of **head of the department of affiliated College or recognized institution in the relevant subject** under the proviso of clause (a) of sub-section (2) of section 40 of Maharashtra Public Universities Act, 2016 on the Board of Studies \*-----  
----- in the faculty of \*\* -----

I, -----, member of the above said Board of Studies, propose co-option of Shri/Smt./Ku. ----- who is a head of the department of affiliated college or recognized institution in the relevant subject at \*\*\* ----- which has approved post-graduate teaching in the subject -----.

Date : (Signature of the Proposer)

I, ----- member of the above said Board of Studies, second the above proposal.

Date : (Signature of the Seconder)

**Declaration by the Candidate**

I, the above mentioned candidate, assent to the nomination and vouch that I am not attracted by the provisions of section 64 and aware of section 63 of the Maharashtra Universities Act, 2016.

I declare that, I fulfil the eligibility conditions specified vide Direction No. -----, dated -----

I am enclosing herewith ----- @ documents as mentioned in the above direction in support of my eligibility for the co-option.

Date : (Signature of the Candidate)

\* Here mention the name of the concerned Board of Studies.

\*\* Here mention the name of the concerned Faculty.

\*\*\* Here mention name of the College.

@ Here mention number of certified documents/ certificates attached.

SANT GADGE BABA AMRAVATI UNIVERSITY

NOMINATION PAPER

(See para – 10 of Direction No. 4 of 2019)

Co-option of \* -----under the proviso of sub clause -----of clause (d) of sub-section (2) of section 40 of Maharashtra Public Universities Act, 2016 on the Board of Studies \*\*----- in the faculty of \*\*\* -----

I, -----, member of the above said Board of Studies, propose co-option of Shri/Smt./Ku. ----- who is \*----- at \*\*\*\* ----- and his/her address is -----.

Date : (Signature of the Proposer)

I, ----- member of the above said Board of Studies, second the above proposal.

Date : (Signature of the Seconder)

**Declaration by the Candidate**

I, the above mentioned candidate, assent to the nomination and vouch that I am not attracted by the provisions of section 64 and aware of section 63 of the Maharashtra Universities Act, 2016

I declare that, I fulfil the eligibility conditions specified vide Notification No. MNS-2016/(347/16) UE-3, dt. 28<sup>th</sup> April, 2017 issued by the Higher & Technical Education Department of the Govt. of Maharashtra, Mantralaya, Mumbai.

I am enclosing herewith ----- @ documents as specified in above mentioned Notification in support of my eligibility for the Co-option..

Date : (Signature of the Candidate)

- 
- \* **Here mention the category as per provision of 40 (2) (d) as under :**  
(ii) : one professor from other universities ;  
(iii) (A) : a person holding a rank not lower than that of Assistant Director  
(iii) (B) : an eminent scholar in the subject;  
(iii) (C) : an eminent person from the subject from the subject-related industries or association or professional body ;  
(iii) (D) : person having at least ten years working or ownership or advisory or consultancy experience in the field relevant to the subject
- 
- \*\* Here mention the name of the concerned Board of Studies.  
\*\*\* Here mention the name of the concerned Faculty.  
\*\*\*\* Here mention name of Establishment/related field such as national laboratories / institution / industry etc.  
@ Here mention number of certified documents/ certificates attached.
- .....

SANT GADGE BABA AMRAVATI UNIVERSITY

NOTICE OF WITHDRAWAL

( See para- 13(c) of Direction No. 4 of 2019 )

Co-option of member by the Board of Studies in \*

\_\_\_\_\_ in the faculty of

\*\* \_\_\_\_\_

To,

The Presiding Officer,

I, \_\_\_\_\_ the proposer of  
the category \*\*\* ..... for co-option, do hereby  
give notice that I withdraw the candidature of Shri/Shrimati/Ku./Dr. \_\_\_\_\_

Date :

(Signature of the Proposer)

---

\* Here mention the name of the concerned Board of Studies.

\*\* Here mention the name of the concerned Faculty.

\*\*\* Here mention category of the Co-option.

**SANT GADGE BABA AMRAVATI UNIVERSITY  
BALLOT PAPER**

( See para- 16 of Direction No. 4 of 2019 )

Co-option of ----- by the members of the Board of Studies in  
----- as provided under clause -----  
----- of sub-section (2) of Section 40 of the Maharashtra Public Universities Act, 2016.

The ballot paper shall be invalid, if-

- (a) it is signed by the voter, or any mark is placed which identifies or tends to identify the voter;
- (b) it cannot be determined for which candidate, the vote is recorded;
- (c) it is unmarked;
- (d) marks are placed against the name/s of person/s more than the member/s to be nominated.
- (e) makes more than one mark against the name of same candidate.
- (f)  $\checkmark$  mark sign is indicated other than blue ink.

1	2	3
Sr. No.	Name of the candidate	Put mark as $\checkmark$ against the name of person whom you want to co-opt
1.		
2.		
3.		

Presiding Officer