

168

Statute - General
S-301 to G55

CONTENTS

Statutes framed under various Sections of Maharashtra Universities Act, 1994

<i>S.No.</i>	<i>Title</i>	<i>Page No.</i>
S.301 to 320	The Procedure for Recovery of Damage or Loss caused to the University by any act on the part of any Authority or Officer of the University	1
S.302 to 324	Purchase Committee	4
S.325 to 336	Grievances Committee	5
S.337 to 356	Buildings and Works Committee	9
S.357 to 363	Recognition of Institution	24
S.364 to 373	Withdrawal of Affiliation or Recognition of College or Recognised Institution	28
S.374 to 380	Closure of the College or Recognised Institution	30
S.381	Inspection of the College/ Recognised Institution and University Department	31
S.382	Election to the Authorities Bodies	32
S.383 to 384	Deans of Faculties	32
S.385 to 390	Authorities of the University a) Senate	33
S.391 to 395	b) Management Council	36
S.396	c) Academic Council	37
S.397 to 399	d) Board of Studies	38
S.400 to 434	Elections to the Authorities or Bodies	39
S.435 to 441	Registration of Graduates	52

		<i>University</i>
(iv)		
S.442 to 455	Students' Council	52
S.456 to 467	Rules of Procedure and Conduct for meeting of the Students' Councils of the Colleges, the University Department Students' Council and the University Students' Council	60
S.468 to 485	Senate	73
S.486 to 496	Management Council	75
S.497 to 503	Academic Council	75
S.504 to 508	Ad-hoc Board	77
S.509 to 511	Board of Inter-disciplinary Studies	77
S.512 to 516	Multi Faculty Board of Inter-disciplinary Studies	78
S.517 to 522	Boards of University Teaching and Research	79
S.523 to 532	Board of Extra Mural Studies	81
S.533 to 534	Faculties	83
S.535 to 542	Board of Studies	87
S.543	Institution and Maintenance of the University Departments	99
S.544	Acceptance and Management of Trust Bequests, Donations and Endowment	99
S.545	Relations with the University	100
S.546 to 549	Convocation	101
S.550 to 568	University Board of Sports and Physical Culture	108
S.569 to 575	University Information Bureau	113

<i>University</i>	<i>Statutes</i>	(v)
52	S.576 to 580 The Employment Bureau	115
	S.581 to 585 N.S.S. and N.C.C. Board	116
	S.586 Acceptance for transfer of movable and immovable property to the University	117
60	S.587 Transfer of Affiliated College/ Recognised Institution	118
73		
75	S.588 to 592 Enrolment of Students for Post-graduate Courses	119
75		
77	S.593 to 642 Autonomous College/Recognised Institution/ University Department/University Institution	120
77		
77	S.643 to 654 Board of Audit and Continuing Education and Extension Work	143
78	S.655 Disqualification for Membership of Authority	145
	Appendix I to Appendix VI	147
79		
31		
23		
37		
39		
39		
100		
101		
108		
113		

**The Procedure for Recovery of Damage or Loss caused
to the University by any act on the part of any Authority or
Officer of the University
(Under Section 106 (2) of the Act)**

- S.301. The Chancellor shall initiate the proceedings of inquiry in the case of the Vice-Chancellor/Pro-Vice-Chancellor, the Senate, the Management Council, the Academic Council, the Faculty, the Board of College and University Development, the Board of Studies, the Board of Inter-disciplinary Studies, the Board of Examinations, the Board of Adult and Continuing Education and Extension Services, the Students Council and such other authorities/bodies of the University as are designated by the statutes to be the authorities of the University under Section 24 (11) and 41 of the Act. Where the Vice-Chancellor is an Ex-Officio Chairman, the decision of the Chancellor shall be final.
- S.302. The Vice-Chancellor shall initiate the proceedings of inquiry in the case of the officers including those specified in Section 10 of the Act and Officers belonging to Class I category as also in case of authorities other than those covered under Statute (301) above.
- S.303. The Registrar shall initiate the proceedings of inquiry in case of officers other than Class I and other employees.
- S.304. If the Chancellor, *suo-moto*, or as a result of an inquiry or audit inspection report or on receiving information, is *prima-facie*, satisfied that there is a loss or damage caused to the University by the act or omission on the part of an authority or officer of the University as specified in Statute (301) above, and may appoint an Enquiry Committee.
- S.305. If the Vice-Chancellor *suo-moto* or as a result of any inquiry or audit inspection report or on receiving information, *prima-facie*, is satisfied that there is a loss or damage caused to the University by the act or omission on the part of an authority or the officer of the University as specified in Statute (302), he shall record his reason therefor and may appoint an inquiry officer or refer the matter to the Management Council in the matter of appointment of an Enquiry Committee.
- S.306. If the Registrar, *suo-moto* or as a result of any inquiry or audit inspection report or on receiving information *prima-facie*, is satisfied that there is a loss or damage caused to the University by the act or omission on the part of an officer or an employee of the University as specified in

Statute (303) above, he shall record his reasons therefor and may appoint Enquiry Officer.

- S.307. The Enquiry Officer so appointed/the Enquiry Committee thus constituted shall follow the due procedure of inquiry, investigate into and assess the extent of the loss or damage caused to the University by any act on the part of the authority concerned or its members or officer of the University, not in conformity with the provisions of the Act, Statutes, Ordinances, Regulations and Rules or its or his failure as the case may be, to so act in conformity thereof or by wilful neglect or default on its or his part as the case may be and fix the liability for its recovery.
- S.308. The Enquiry Officer/Enquiry Committee shall submit his or its report alongwith its findings to the appropriate authority viz. the Chancellor/the Vice-Chancellor/the Registrar as the case may be, within a period of three months from the commencement of inquiry. Provided that this period may be extended, for the reasons to be recorded in writing, by the appropriate authority for a further period of three months.
- S.309. The Vice-Chancellor/the Registrar shall place the report of the Enquiry Officer/Enquiry Committee alongwith his or its findings before the Management Council. The Management Council shall after due consideration propose the action to be taken thereon, if any.
- S.310. The Management Council shall, finalise the deliberations within three months of the submission of the report of the Enquiry Officer/Enquiry Committee by the Vice-Chancellor/Registrar.
- S.311. The Registrar shall finalise the deliberations within six months of the submission of the report by the Inquiry Officer/Inquiry Committee.
- Provided that, if it is not possible to a take decision within this stipulated period, the Registrar shall refer the matter to the Vice-Chancellor for further extension of time-limit.
- S.312. If any action proposed by the Management Council is required to be taken against the authority concerned or its member or officer or employee, the Vice-chancellor/the Registrar shall follow the rules of natural justice and the normal procedure of inquiry viz. giving show-cause notice, considering explanations of the party etc., if any.

- S.313. If, any action is required to be taken against the Officer or employee of the University, the Registrar shall follow the normal procedure of inquiry viz. giving show-cause notice, considering explanation of the party etc., if any.
- S.314. a) The Management Council shall be the Competent Authority to appoint the Enquiry Officer or an Enquiry Committee and the said Enquiry Committee or the Enquiry Officer, shall have the power to recommend to the Management Council the quantum of damage or loss. However, the quantum of damage or loss to be recovered shall be decided by the Management Council.
- b) The Management Council shall prescribe the terms of reference to the Enquiry Officer or the Enquiry Committee for assessing the quantum of damage or loss. The Enquiry Committee or Enquiry Officer may take assistance of an expert or suitable persons and decide the appropriate procedure to be followed for the purpose of conducting the enquiry and assessing the damage or loss.
- S.315. The amount of damage or loss, if decided to be recovered from the authority or its member or the Officer of the employee of the University, as the case may be shall be recovered with interest. The interest shall be charged from the date the charge(s) is finally established and communicated to the person(s) concerned. The amount of damage or loss shall be recovered from the salary and other dues payable to the concerned officer/employee in suitable instalments. If the amount or loss is not fully recovered, the balance shall be recovered by taking recourse to legal remedies.
- S.316. The officer/Employee aggrieved by the decision of the Registrar may make an appeal to the Vice-Chancellor within a period of 30 days from the date of receipt of communication of the decision. The decision of the Vice-Chancellor thereon shall be final.
- S.317. The Officer/Authority aggrieved by the decision of the Vice-Chancellor may make an appeal to the Management Council within a period of 30 days from the date of receipt of communication of the decision. The decision of the Management Council shall be final.
- S.318. The Officer/Authority aggrieved by the decision of the Management Council may make an appeal to the Chancellor within a period of 30 days from the date receipt of communication of the decision. The decision of the Chancellor shall be final.

- S.319. Once a *prima-facie* case regarding the veracity of the charges as referred to in Statutes 304, 305 and 306 is established, the University shall not defend the member or members of the authority concerned before the Enquiry Officer or Enquiry Committee, Court of Law or in any other proceedings. The member or members concerned shall defend themselves personally at their own cost.
- S.320. Notwithstanding anything contained in the forgoing Statutes, if any course of action taken either by the Authority or Body or Officer of the University in good faith shall not be treated as a damage or loss caused to the University.

Purchase Committee

(Under Section 75 (3) (f) of the Act)

- S.321. The powers and duties of the Purchase Committee and the procedure for its meetings shall be as under :
- The Committee shall meet as and when convened by the Chairman.
 - Any casual vacancy caused by death, resignation or any other reason shall be filled up by nomination by the Vice-Chancellor/ Management Council, as the case may be. A member so nominated shall hold the office for the remaining period of the term of the office of the original member in whose place he is nominated.
 - The Committee may, if necessary, suggest the name(s) of the Technical expert(s) to scrutinise the purchases which are of technical nature.
- S.322. There shall be a separate Purchase Committee for each autonomous University Department/University Institute/Constituent College dealing with all matters pertaining to all purchases in respect of such items where individual cost of each item exceeds rupees twenty-five thousand at a time.
- The Finance and Accounts Officer - Member Secretary in consultation with the Vice-Chancellor shall prepare the agenda for the meeting.
 - The notice of ten clear days excluding the day of meeting, shall be given to each member.
 - The Finance and Accounts Officer shall draw the minutes of the meeting immediately after the meeting is over and get it signed

by the Chairman. These minutes shall be circulated to all the members before the commencement of the next meeting.

- S.323. a) The Purchase Committee shall constitute a sub-committee for the purpose of the sales of the items like old vehicles, grass, used answer papers, old machinery/equipments etc.

The sub-committee shall consists of

- 1) Vice-Chancellor - Chairman
 - 2) Two members of Purchase Committee to be nominated by the Vice-Chancellor
 - 3) Finance and Accounts Officer - Member Secretary
- b) The sub-committee after scrutinising the proposal, shall invite the tenders for sale of the articles mentioned in S.324 (a). After receipt of the tenders, the Finance and Accounts Officer shall open the tenders, prepare the comparative chart and place before the sub-committee.
- c) The sub-committee may invite the tenderers for negotiations and take the decision
- d) The decision of the Sub-Committee shall be placed before the Purchase Committee for its approval.

- S.324. The proceedings of the Purchase Committee shall be placed before Finance and Accounts Committee and Management Council for its approval.

Grievances Committee

(Under Section 57 of the Act)

- S.325. The Grievances Committee shall entertain and hear the grievances or complaints of the teachers and other employees working in the University, Affiliated, Autonomous Conducted/Constituent Colleges and Recognised Institutions, which are not within the jurisdiction of the University and College Tribunal as laid down in Sections (58), (59), (60), (61), (62) and (63) of the Act.

- S.326. The Grievances Committee shall entertain the complaints or grievances only from individuals and no collective complaints shall be entertained.

- S.327. The complainant shall have to submit his grievance in the prescribed form alongwith the prescribed fees, which shall be decided by Management Council, from time to time.

S.328. Every complainant shall submit his complaint in eight copies (one original and seven attested xerox copies). The complainant shall forward his complaint to the University Office through the University Registrar, Principal of the College/Recognised Institution, as the case may be. The complainant may forward one advance copy directly to the University in addition to the eight copies (Appendix-II).

It shall be the responsibility of the University Registrar/Principal of the Colleges/Recognised Institutions, to forward the complaint of the complainant to the University Office alongwith his say within eight days from the date of receipt of the complaint. Failure to forward the complaint alongwith his say within this time limit shall be treated as a failure of his duties and responsibilities as per relevant Statutes.

In case the complainant is Principal/Director, he shall submit his complaint to the University Office through the Secretary of the Management of the College/ Recognised Institution.

It shall be the responsibility of the Chairman/Secretary of the Management to forward the complaint alongwith his say to the University within eight days from the receipt of the complaint. Failure to forward complaint alongwith their say within the stipulated time shall be treated as the breach of code of conduct for the Management prescribed by the relevant Statutes.

- S.329. The complainant shall attach attested xerox copies of all such documents, which he deems necessary to support his complaint.
- S.330. Every complaint which is received and numbered in the office shall be first registered and then scrutinised by the Dy. Registrar of the concerned Section and then he shall place it before the Grievances Committee as expeditiously as possible, but not later than 21 days.
- S.331. Every complainant and the respondent shall personally remain present before the Grievances Committee at their own cost.
- S.332. The Grievances Committee shall entertain and consider complaints like :
- Placement in respective scales and designations, removal of a teacher from Headship without the prior approval of the University, not forwarding applications for orientation/refresher courses.
 - Not permitting the teacher to attend such courses.
 - Refusing muster.

- d) Sexual harassment, of a lady teacher at the work place in the form of indecent language, gestures, psychological pressure, etc.
- e) Leave without pay, refusing to acknowledge letters and similar other minor complaints shall be decided at the administrative level in the University.
- f) Any other grievance not coming within the preview of the "College and University Tribunal".
- g) The sub-committee consisting of two members of the Grievances Committee shall, after due scrutiny of the complaint, decide whether a given complaint can be placed before the Grievances Committee, and record its reasons for its decisions subject to the scrutiny and approval of the Grievances Committee whenever necessary.

S.333. The Grievances Committee shall entertain the complaint and direct both the parties to remain present before the Grievances Committee. If both the parties are absent without any valid reasons, then the complaint shall stand dismissed. If one of the parties remains present, the Grievances Committee shall take ex-parte decision and this decision, after approval of the Management Council, shall be binding on both the parties.

The complaint once dismissed shall not be entertained again, unless the Grievances Committee decides to reopen the case.

S.334. Notwithstanding anything contained in these Statutes, the Petitioner and the Respondent shall personally remain present before the Grievances Committee for hearing. They shall not be allowed to send any representative to plead their case before the Grievances Committee.

S.335. The Grievances Committee shall hear the grievance of the complainant. While doing so, full opportunity of being heard will be given to both the parties. After hearing both the parties, the Grievances Committee shall take its decision and recommend the same to the Management Council for its approval, the decision of the Management Council shall be final and binding on both the parties. However, in exceptional cases, and in the interest of justice, the Management Council may give hearing to the individual concerned, to explain his grievance personally in its meeting.

S.336. If the University, Principal/Director/Management as the case may be fails, without any reasonable cause to comply with the directions issued by the Management Council as provided in sub-section (2) of Section 57 within the period specified in the directions or within such further period as may be allowed by the Management Council, as the case may be, then the University/Principal/Director/Management shall be penalised in the following manner :

- a) If the University/Principal/Director/Managements fails to comply with the directions of the Management Council within 30 days, then for the first offence, a fine of Rs.500/- shall be charged against the defaulter.

Provided that, in the absence of special and adequate reasons to the contrary to be mentioned in the decision of the Management Council, the fine shall not be less than Rs. 100/-.

- b) For the second and subsequent offences, fine may be increased by Rs.1,000/- each time.

Provided that, in the absence of special and adequate reasons to the contrary to be mentioned in the resolution of the Management Council, the fine shall not be less than Rs.500/-.

Provided further that, when the directions issued by the Management Council are not complied with within the period stipulated in the directions or within such further period as allowed by the Management Council, and when the grievance is continuing after the directions issued then the concerned party shall be punished with a further fine of Rs. 25/- per day before the grievance is settled in full.

- c) In addition to the above penalties, if the Principal/Director/Management, fails to comply with the directions issued by the Management Council before the stipulated time referred to in (a) & (b) above, the Management Council shall proceed and take action in accordance with the provisions made in the relevant Statutes/Ordinances under the relevant Sections of the Act in this behalf. If the Management Council takes the action referred in (a) and (b) above then the entire legal and financial responsibility shall rest with the Principal/ Director/Management, as the case may be.

Buildings and Works Committee

(Under Section 24 (11) and 41 of the Act)

- S.337. There shall be a Buildings and Works Committee consisting of the following members :
- i) The Vice-Chancellor : Chairman.
 - ii) The Pro-Vice-Chancellor, if any.
 - iii) The Chancellor's Nominee on the Management Council.
 - iv) Nominee of the Management Council to be nominated by the Management Council.
 - v) Chief Engineer of the Public Works Department in-Charge of region in which the University is situated.
 - vi) Superintending Engineer of the Public Works Department in-Charge of the territorial circle in which the University is located.
 - vii) One Principal or Head of the Department/Professor of Civil Engineering of Engineering College in an affiliated to the University to be nominated by the Chancellor.
 - viii) One eminent Engineer from the Private sector to be nominated by the Chancellor.
 - ix) An eminent Architect from the private sector to be nominated by the Chancellor.
 - x) The Registrar.
 - xi) The Finance and Accounts Officer.
 - xii) Director, Board of College and University Development.
 - xiii) University Engineer, Member Secretary.
- S.338. a) The term of the office of the members other than ex-officio members shall be five years. If any vacancy occurs in the office of a members at Sr. Nos. (iii), (vii), (viii), (ix) and (iv) it shall be filled in by the Chancellor or the Management Council, as the case may be, by nomination. The term of such nominated member shall be for the remaining period of the term of office of the original members, in whose place the new member has been nominated.
- b) No person, except those who are members of the committee by virtue of the office, shall be nominated as member for more than one term i.e. five years.

- S.339. a) The Committee shall meet as often as necessary under the direction of the Vice-Chancellor and accordingly the Member Secretary shall convene the meetings.
- b) The quorum to constitute the meeting of the committee shall be :
- i) The Vice-Chancellor. or
 - ii) The Pro-Vice-Chancellor, if any.
 - iii) The Chancellor's Nominee or the member of the Management Council.
 - iv) Chief Engineer, Public Works Department in-Charge of region in which the University is located. *OR*
Superintending Engineer of the Public Works Department in-Charge of the territorial circle in which the University is located.
 - v) The Eminent Engineer nominated by the Chancellor. *OR*
The Head of Civil Engineering Department of one of the affiliated colleges nominated by the Chancellor.
- c) If there is no quorum, the meeting of Buildings and Works Committee shall be adjourned by the Chairman to a specific time on the same day or on later day and no quorum shall be necessary for this adjourned meeting.
- d) The notice convening a meeting shall be sent to the members by the Member Secretary at least ten days in advance of the meeting together with the agenda for the meeting, provided that a special meeting of the committee may be called at a shorter notice, if deemed necessary, by the Chairman.
- e) The agenda for the meetings shall be subject to the approval of the Chairman. The agenda and all relevant papers concerning the agenda shall be sent to the member alongwith the notice for the meeting. For an adjourned meeting it will not be necessary again to send the agenda to the members.
- f) After the meeting, the minutes shall be drawn by the Member Secretary who shall get them approved from the Chairman. The recommendations of the Buildings and Works Committee shall be placed before the Management Council for its approval.

S.340. The works of the University will be classified as below :

- a) Maintenance Works : These works shall include routine maintenance works and repairs regardless of the total cost to be incurred for their execution.
- b) Minor Works : These shall include all original works, special repair works involving additions and alterations to the existing structure, with an estimated cost Rs. twenty-five lakhs or less.
- c) Major Works : These shall include original works and special repair works and involving structural additions and alterations with an estimated cost exceeding Rs. twenty-five lakhs.

S.341. a) Maintenance Works :

The University Engineer, shall be responsible for preparation of plans and estimates for these works and as also for their execution and supervision under the guidance of the Buildings and Works Committee.

b) Minor Works :

1. These works shall be executed by the University. The University Engineer, under the directions of the Buildings and Works Committee, shall get prepared the plans and estimates for such works either through his own staff or where necessary with the help of a Consulting Architect/ Structural Engineer chosen from the panel of Architect/ Structural Engineers, as approved by the Management Council.

2. The selection of the Architect for a particular job shall be made by the Buildings and Works Committee.

3. The University Engineer, shall be responsible for execution and supervision of these works under the guidance of the Buildings and Works Committee.

c) Major Works :

1. Preparation of Block Estimates :

The block estimates of all original Works shall be prepared by the University Engineer, to assess the rough cost of the work with a view to determining whether the work shall be

executed by the University or by the Public Works Department. The Buildings and Works Committee shall recommend the estimated cost of a work to the Management Council.

2. Major Works to be executed by the University :
 - a) All minor works estimated to cost upto and including Rs. twenty-five lakhs or the maximum amount decided by the Chancellor, from time to time, shall be executed by the University.
 - b) The University Engineer under the directions of the Buildings and Works Committee shall prepare the plans and estimates of such works through his staff or whenever necessary with the help of consulting Architect/Structural Engineer chosen from the panel prepared by the Buildings and Works Committee and approved by the Management Council, provided that, the final selection of the Consulting Architect/Structural Engineer shall be made by the Buildings and Works Committee.
 - c) These works shall be executed by the University under direct supervision of the Buildings and Works Committee through the Architect and R.C.C. Consultants, appointed by the University. The approval to the detailed plans and estimates by the Buildings and Works Committee, submission of the detailed plans to the concerned Municipal Corporation for its approval and obtaining of the commencement certificate, occupation certificate and completion certificate, shall be carried out by the Architects as per the procedures of the University and concerned Municipal Corporation under the overall supervision of the University Engineer.
 - d) The University may also execute works of estimated cost exceeding Rs. twenty-five lakhs or the maximum amount decided by the Chancellor, from time to time, if the nature of such work is not complicated and the concerned structure is upto ground plus three floors and/or the work involves multiple repetitive units such as staff quarters, etc. For this purpose however, prior approval of the Chancellor shall be obtained.

- e) The University shall have an appropriate technical organization to execute the works to be undertaken by the University. The composition of such technical organization shall be determined by the University in consultation with the Buildings and Works Committee.
 - f) The University may avail of the services of the Quality Control Organization of the Public Works Department/ approved quality control laboratories to inspect the quality of the material used for University works on payment of stipulated charges and to check the quality and structural safety of the works under construction.
 - g) In case of works of special nature requiring particular expertise, pre-qualification of contractors shall be made by the Buildings and Works Committee.
 - h) In case the Public Works Department refuses to undertake any work proposed to be entrusted to them, such works shall also be executed by the University with the help of such specialised authorities/Department/Individuals.
3. Major works to be executed by the Public Works Department :
- a) All major works costing more than Rs. twenty-five lakhs or the maximum amount to be decided by the Chancellor, from time to time except as stated above shall be entrusted to the Public Works Department, for execution on agency basis on the terms and conditions as decided by the Government from time to time.
 - b) Even if the estimated cost of the work is less than Rs. twenty-five lakhs and if the work is of specialized nature, then the Buildings and Works Committee may entrust such work to Public Works Department for execution.
 - c) The plan and block estimates for these work shall be prepared by the Government Architect, and shall be placed before the Buildings and Works Committee for its approval.
 - d) After getting approval for these plans and block estimates by the University, the Government Architect shall prepare detailed plans and estimates and the same shall be placed before the Buildings and Works Committee for its final

approval before submission of the same to the concerned Municipal Corporation. The Public Works Department authorities shall obtain Commencement Certificate from the concerned Municipal Corporation, as per the procedure adopted for the Government buildings.

- e) The Public Works Department shall follow the procedures laid down by the Government for execution of its works, from time to time.
- f) It shall be the responsibility of the Public Works Department to comply with the Municipal Corporation rules and to obtain the occupation and completion certificates from the concerned Municipal Corporation as per the procedure followed in case of Government Buildings.
- g) The Buildings and Works Committee may inspect the works being executed by the Public Works Department and if required make suggestions and the Public Works Department authorities shall take due cognizance of such suggestions. In the event of Public Works Department not accepting any suggestions made by the Buildings and Works Committee, the reasons for not doing so shall be intimated in writing to the University.

S.342. The Buildings and Works Committee shall perform following duties and responsibilities :

1. The Committee under the direction and overall supervision of the Management Council, shall be responsible for the execution of all types of works including works to be executed through the agency of Public Works Department. The Committee shall be competent to accord administrative approval and financial sanction, to maintenance works subject to availability of funds provided in the budget.
2. The Committee shall recommend and obtain the Management Council's administrative approval and sanction expenditure in respect of all the works other than maintenance works to be undertaken by the University or to be entrusted to the Public Works Department.
3. The Buildings and Works Committee shall recommend to the Finance and Accounts Committee, a Programme of Works to be

executed in the ensuing year. This programme will separately specify (a) Maintenance Works, (b) Works to be executed by the University, and (c) Works other than those to be executed by the University. On the basis of the Buildings and Works Committee's recommendations and subject to the final approval of the Management Council and the Senate, a lumpsum provision will be made in the annual budget for maintenance works. In respect of works to be executed by the University and the works other than those to be executed by the University, however, specific provision will be made for each work in the budget.

4. After getting the approval of the Management Council, the University Engineer shall prepare the detail plan, drawings, estimates of the work and place before the Buildings and Works Committee for its approval.
5. The Committee shall prepare a panel of at least five Architects and five R.C.C. Consultants of proven experience and merit for the University Works. Such panel will be subject to approval of the Management Council.
6. Buildings and Works Committee shall—
 - a) maintain a separate list of contractors on the basis of their technical experience and financial capability for execution of works concerned.
 - b) be responsible for getting technical scrutiny carried out as may be considered necessary by it.
 - c) be responsible, after careful scrutiny, for the acceptance of tenders received for works concerned and in case where it proposes to assign a work to a contractor whose tender is not the lowest, it will record its reasons in writing and recommend the same to the Management Council.
 - d) exercise general supervision over the work of engineering staff of the University and in particular ensure that essential records and data like the register of the University's properties and the works' register etc., are maintained upto date. Likewise, it shall ensure that the rejected tenders are retained for a period of three years, unless they are to be required for a longer period for any specific purpose, such as court case, departmental inquiry, etc. It shall ensure that the

University Engineer /Architects certifies the completion of works in accordance with the final design, in respect of concerned works.

- e) if necessary, associate the consulting Architects, where appointed with its deliberation for the works concerned.

S.343. The Buildings and Works Committee shall have the power to—

- a) accord necessary administrative approval and financial sanction for maintenance works subject to availability of funds in the budget for such works. The administrative approval and financial sanction for minor works and major works shall be accorded by the Management Council after such proposals are recommended by Buildings and Works Committee.
- b) settle rates not covered by tender and settle claims and disputes with the contractors in respect of maintenance works and works to be undertaken by the University. As regards the works undertaken by the Public Works Department, the Executive Engineer or the Superintending Engineer shall have the power to settle rates not covered by tender under powers delegated to him in Public Works Department. As regards the claims and disputes with contractors in respect of such works, the Chief Engineer of Public Works Department will have full powers to settle claims upto Rs. One lakh whether or not sanctioning such claims involves excess over the approved cost beyond permissible limit of 10%. The claims and disputes of amount more than Rs. One lakh will be examined by the Chief Engineer, Public Works Department and if he is convinced that *prima-facie* the contractors' claim is not frivolous and that there is some substance in the claim of the contractors as would merit a detailed examination, the Chief Engineer will place such claim for decision before the Buildings and Works Committee which will have the full powers to settle such claims. However, if sanctioning such claims involves an excess beyond amount 10% over and above the approved estimated cost of the project excluding 10% amount applicable for escalation in rates, approval of Management Council to such excess amount shall be obtained.
- c) In respect of maintenance and works to be undertaken by the University, the Chairman of the Buildings and Works Committee

shall have the powers to sanction the payment of monthly running account bills of a work, subject to such a bill having been examined by the Architects, where appointed and certified as 'fit for Payment' by the University Engineer.

- d) In respect of maintenance works and other works to be undertaken by the University, the Chairman of the Buildings and Works Committee shall have the power to sanction payment of final bills if the overall deviation in the bills is within the sanctioned estimates or if it does not exceed or recede by 10% of the sanction. In case the amount of the final bills exceeds or recedes by 10% of the sanction, the Chairman of the Committee shall have the powers to release 90% part payment of the balance payment due against the tender items. The remaining 10% of the payment so deducted against the tender items alongwith the excesses and extras shall be released only after the approval of the Buildings and Works Committee.
 - e) The Buildings and Works Committee shall have the powers to extend the contract period on the recommendation of the University Engineer in case of maintenance works and the Architects in case of the works to be undertaken by the University. Pending the sanction of extension of contract period by the Buildings and Works Committee, the Vice-Chancellor shall have the powers to release 90% part payment of the remaining due against the tender items and the remaining 10% so deducted against the tender items shall be released after the approval of the Buildings and Works Committee.
 - f) In case of the works executed by the University under its supervision, the committee shall have the powers to settle and recommend to the Management Council the escalation of rates over and above the tender rates as per norms adopted by the Public Works Department, thereupon modify the estimates earlier approved by them.
- S.344. 1. The Buildings and Works Committee shall constitute a sub-committee to open the Tenders. The sub-committee shall consist of :
- i) Vice-chancellor or Pro-Vice-Chancellor. Chairman.
 - ii) Two members of the Buildings and Works Committee to be nominated by the Vice-Chancellor.

iii) Finance and Accounts Officer.

iv) University Engineer.

2. The Sub-committee, in presence of all Contractors, shall open the sealed tenders. Each member of the Sub-committee shall sign the tender papers.
3. University Engineer, shall prepare the comparative chart showing name of the contractor, amount quoted by each contractor, conditions if any, quoted by the contractor(s).
4. The comparative chart so prepared and signed by the members, shall, then be placed before the Buildings and Works Committee for its approval.

S.345. 1. The Buildings and Works Committee shall constitute the technical committee which shall consists of following members :

- i) Three members nominated by the Chancellor on Buildings and Works Committee
- ii) Superintending or Executive Engineer of Public Works Department
- iii) University Engineer.

2. The technical committee shall—

- i) scrutinise the proposal(s) prepared by the University Engineer.
- ii) make the scrutiny of the R.A. Bills, final Bills, etc. prepared by the University Engineer.
- iii) periodically inspect the progress of the building and report to the Buildings and Works Committee.
- iv) advice the Buildings and Works Committee on any technical matter.
- v) advice the Buildings and Works Committee as regards to the extension in time limit of the project; sanction of extra items which are not included in the original estimates, escalation in the cost of building.
- vi) check the quality of the various material used for the project.
- vii) perform such other duties as may be assigned to it by the Buildings and Works Committee, from time to time.

Affiliation of the College/Recognised Institution

(Under Sections 82 and 83 of the Act)

- S.346. 1. The Management of the Society/Trust seeking permission for opening of the new college or institutions of higher learning, shall apply to the Registrar as per the provisions made in the Section (82) of the Act.

Provided that, both the University and the Government shall not consider the application for opening of the new College or Institution of higher learning unless it is provided in the perspective plan of the University.

2. In case, the Government approval is received before the end of the April, the Management/Trust shall start the College from June.
3. In case, the Government approval is received after the month of April and before the end of the August, the Management/Trust shall start the College from the next academic year.
4. If the Government approval is not received by the end of the August, then all the applications recommended by the University to the Government, shall stand cancelled and the University shall refund one-third of the affiliation fees to the Management/Trust.
5. The Management/Trust which runs one or more College(s)/ Recognised Institution(s) shall have to give undertaking in the prescribed Proforma given in Appendix-II.

- S.347. 1. All the applications received by the University, after the expiry of the last date, as provided in Section 82 (3) of the Act, shall be placed before the Board of the College and University Development for its considerations.
2. The Board of College and University Development, after due scrutiny of all the applications, shall recommend the same to the Management Council for its considerations.

- S.348. The Board of College and University Development, while considering the proposal in the light of prespective plan shall apply following criteria to determine the need for starting the new College/Institution and or new faculty or new subjects in the existing College :

1. Whether there is any other College/Recognised Institution in the same faculty (faculties), within the radius of 10 km. in case of rural area, or 5 km. in case of semi-urban area and of 3 km. in case of urban area;

2. Whether the subjects proposed to be introduced in the new College/Recognised Institution are already provided in the existing College(s);
3. Whether the intake capacity sanctioned for each course is sufficient to meet the demand and the same does not affect the existing College(s) adversely;
4. Whether the number of facultywise students enrolled in the second year of junior colleges in the same area within the radius of 20 km. in case of rural or semi-urban area and of 10 km. in case of urban area, is adequate, inclusive of the area within the jurisdiction of the adjoining University.

Provided that, this clause shall not be made applicable to the S.N.D.T. University, Mumbai;

5. Whether the strength of students to be enrolled in the first year classes in each faculty is sufficient;
6. Whether the intake proposed in the College/Institution facultywise and coursewise is appropriate and justifiable;
7. Whether the College(s)/Institution(s) conducted by the same Management, if any, and affiliated to the University or other University(ies) holds satisfactory status of performance;
8. The extent to which the required conditions of affiliation have been fulfilled by the existing College/Institution of the said management, if any;
9. Whether the Management holds the land with clear title and without any incumbrances, on which the building for College is constructed or proposed to be constructed;
10. Whether the Management proposes a suitable alternative accommodation in the area, if the building for the College is not existing;
11. Whether the building for the proposed College is under construction the stage of such construction, and other details regarding alternative accommodation, are provided;
12. Whether the Management has maintained the accounts properly and drawn the Balance Sheet and had them audited from the recognised auditor and whether it maintains adequate bank balance to its credit;

13. Whether the number of the teachers for various subjects are appointed as per the existing norms of the University;
14. Whether the Management has given the undertaking, stating that in case they get the permission they will abide by the affiliation conditions as laid down of the Act, and additional conditions, if any, laid down by the Government and the University, from time to time.

S.349. The Management Council, after careful considerations of the recommendations of the Board of College and University Development, shall finally recommend the proposals to the Government.

Provided that, while recommending the proposals to the Government, Management Council shall take in account the perspective plan, need of the region, student strength, etc.

Provided further that, while recommending the proposal to the Government, the Management Council shall record its opinion as to why the proposals are recommended or not recommended.

- S.350.
1. After receipt of the permission from the Government, under Section (82), the Director, Board of College and University Development, shall place these proposals before the Academic Council for granting the first affiliation to the new College or Recognised Institution of higher learning.
 2. The Academic Council shall appoint Local Enquiry Committee consisting of the faculty/subject experts.
 3. Local Enquiry Committee after visiting the College/Recognised Institution shall submit its report to the University.
 4. After careful consideration of the report of the Local Enquiry Committee, the Academic Council shall decide whether first time affiliation should be granted or rejected or should be granted in whole or part.

Provided that, the Academic Council shall also decide the number of students to be admitted for each of the subject and the conditions if any, for the academic growth of the college.

5. The Registrar, shall communicate the decision of the Academic Council to the Management/Trust with a copy to the Director of Higher Education.

Provided that, the College shall not admit students unless first time affiliation is granted by the University.

Provided further that, the procedure laid down in Sub-Section (1) to (6) of Section (82) of the Act shall also be made applicable *mutatis-mutandis* for starting new faculty or new subject or additional division.

- S.351. 1. Subject to the fulfillment of the conditions prescribed by the University and the Government, the College/Recognised Institution may commence the activities such as procurement of physical facilities, books, equipments, teaching aids, appointment of teaching and non-teaching staff and admissions to the students.
2. The Management/Trust shall give undertaking to appoint duly qualified person as the Principal as per the Statutory provision.
3. The College/Recognised Institution shall ensure that adequate number of duly qualified teaching and non-teaching staff are appointed and the approval thereof is obtained from the University.
4. In respect of the Management/Trust seeking affiliation of the College with University, which does not have its building, may, subject to the prior permission of the Academic Council, be permitted to house the College in rented building.

Provided that, the Management shall construct its own building within a period of five years.

5. The College/Recognised Institution shall ensure that the students to be admitted to various classes are eligible according to the eligibility conditions prescribed by the University, from time to time and are admitted in accordance with the competitive merits and upto the strength sanctioned by the University. The Principal of College/Recognised Institution shall ensure that the time table is so framed as to provide instruction to the students as per the norms and standards prescribed by the University, from time to time.
6. The College/Recognised Institution shall ensure that proper facilities and environment is provided to enable the student to develop his personality into an ideal citizen.
7. The Management/Trust shall give undertaking in respect of the affiliation conditions and other related matter in the prescribed proforma appended in Appendix-II.

- S.352.
1. The College/Recognised Institution shall broadly, through its activities and through its student community, endeavour to meet the objectives of the University and assist in fulfilling the duties and functions of the University.
 2. The College/Recognised Institution shall endeavour to project a progressive outlook throughout its existence and shall ensure that the guidelines and directions of the Government, University and relevant Statutory authorities such as U.G.C., A.I.C.T.E., Bar Council of India, etc., are observed and implemented in letter and spirit.
 3. The College/Recognised Institution shall encourage its faculty to improve their professional and academic competence by way of utilisation of facilities such as teacher fellowships, summer institutions, refresher and orientation courses, seminars, workshops, promotion of research activities.
 4. The College/Recognised Institution shall ensure that the teachers consistently contribute to the academic development of the students by participating in adult and continuing education, extra-mural and co-curricular activities.
 5. The College/Recognised Institute shall also ensure that cordial relations between the staff and the students, parents, teachers and management are maintained.

Provided that, the College/Recognised Institution shall ensure that the students participate in N.C.C., N.S.S., Scout, Sports, Public relations, Rural development, Para-professional Service and extension activities by way of training in leadership.

- S.353.
1. The College shall conform to the Act, Statutes, Ordinances, Rules and Regulations and the directions of the University, from time to time, regarding the conduct of the affiliated college.
 2. The Management of non-government College shall have the accounts of the Management and of the College audited within a period of six months from the close of the financial year, by a Chartered Accountant firm whose partners have no interest in the Management or in the College. The College shall furnish its Annual Budget, Annual Report, Balance Sheet and Audited Report alongwith its compliance to the University and to the Joint Director of Education (Higher Education), Director of Technical Education

as the case may be, for inspection before the date prescribed. The Management of the non-government Colleges shall maintain its financial record in accordance with the Accounts Codes as prescribed by the University or the Government, from time to time.

- S.354. All the registers and records shall be maintained by the College as prescribed and shall be made available for inspection as and when required, by the University.
- S.355. The University may carry out test audit or full audit of the accounts of the College/Recognised Institution of higher learning, at such intervals as may be necessary.
- S.356. The University and the College/Recognised Institution shall adopt the procedure provided by the Act and the Statutes, *mutatis-mutandis*, for continuation or extension of affiliation of College/Recognised Institution of higher learning to the extent they are applicable.

Recognition of Institution

(Under Section 84 of the Act)

- S.357. 1. The institution eligible for being recognised by the University shall apply for recognition to the Registrar in the prescribed form accompanied by the fees prescribed and other relevant and necessary documents.
2. The Board of College and University Development shall examine or arrange to get examined the Institution by applying the following criteria :
- Whether the institution has acquired good reputation in pursuit of knowledge for which the institution is established;
 - Whether the financial resources of the institution are satisfactory and make due provisions for its continued maintenance and efficient working;
 - Whether it has a regularly constituted governing body as per the provisions of the relevant Act;
 - Whether the institution has sufficient number of duly qualified staff members who can be recognised by research;
 - Whether the institution is located in suitable building(s) and has made due provision for the library and in case of

experimental science made the arrangements for teaching and research Post-graduate teachers by research/papers by way of properly equipped laboratory(ies) and museum, and such other facilities as prescribed by Board of College and University Development and Academic Council;

f) Such other requirements as may be prescribed by the University, from time to time.

- S.358:
1. The report of the Board of College and University Development shall be considered by the Academic Council. The Academic Council shall decide whether the institution be recognised or not and if yes, in whole or in part and prescribe the conditions, subject to which the recognition shall be granted.
 2. In case the Academic Council rejects the application for recognition, it shall record the reasons for rejection and the University shall communicate the same to the institution, and it shall refund one-third amount of the affiliation fees paid.
 3. If the Academic Council grants recognition to an institution, the same shall be effective for a period of three years from the date of recognition.
 4. The institution recognised shall pay the annual recognition fees as may be prescribed by the University, from time to time.
 5. The Recognised Institution shall conform to the provision of the Act, Statutes, Ordinances, Rules and Regulations and the directions issued by the University, from time to time regarding the academic and administrative conduct of the Recognised Institution.

- S.359. The Recognised Institution shall furnish its Annual Report, Annual Budget, Balance Sheet and Audited Report to the University. The Management of the Recognised Institution shall have the accounts of the Management and of the Recognised Institution audited within a period of six months from the close of financial year, by a Chartered Accountant firm whose partners have no interest in the Management or in the Recognised Institution. The Recognised Institution shall furnish its Annual Report, Annual Budget, Balance Sheet and Audited Report alongwith its compliance to the University and to the Director of Education (Higher Education), Director of Technical Education as the case may be for inspection before the date prescribed. The Recognised Institution shall maintain its financial record in accordance with the provisions of the Accounts Code of the Government.

Permanent Affiliation and Recognition

(Under Section 88 of the Act)

S.360. 1. The affiliated College or Recognised Institution which has eight years standing shall apply to the Registrar, in the prescribed proforma, alongwith the prescribed fees and necessary documents, for permanent affiliation/recognition.

2. On receipt of application for permanent affiliation/recognition, the Board of College and University Development may appoint a Scrutiny Committee which shall submit its report to the Board and the Board shall, then make necessary recommendations to the Academic Council for consideration and decision.

Provided that, if necessary, the Board of the College and University Development may appoint a Local Enquiry Committee to inspect the College.

S.361. The Board of College and University Development shall *inter-alia*, apply the following criteria in examining the application and in making its report thereon :

- a) Whether a College/Recognised Institution, provides facilities for the pursuit of excellence and academic climate in terms of curricular and co-curricular performance of students;
- b) Whether it has attained reputation of having high standards, has consistent good record of performance of students at the University examinations for preceding five years;
- c) Whether the faculty members have attained reputation in terms of good academic qualifications, performance in teaching/research/publications and extension activities;
- d) Whether it has an academically viable and administratively feasible student population;
- e) Whether it admits students on the basis of competitive merit with the criteria laid down in the Act;
- f) Whether reservation of seats is made for the students belonging to Schedule Castes, Schedule Tribes and Other Backward Classes and women candidates, etc. as per the norms prescribed by the Government, from time to time;

- g) Whether it has adequate physical facilities such as -

The building(s) used by the College/Recognised Institution are owned by the Management of the College/Recognised Institution or are available for the use of the College/Recognised Institution on permanent lease and such permanency is proved by relevant documents.

The accommodation and necessary facilities to conduct the College/Recognised Institution properly are provided, as per the norms laid down by the University, from time to time. It shall be ascertained that as far as possible, the College buildings are used solely for the purpose of the College and other allied educational activities. However, use of the same building for more than one College may be permitted provided their timings do not clash and there is no curtailment of the facilities/activities of any College;

- h) Whether it provides the administrative set up and pattern of governance involving the faculty as per the University norms and is conducive to academic innovations and developments;
- i) Whether it has sound financial resources so as to enable it to meet its responsibilities as a permanently affiliated College/Recognised Institution and whether it has access to the financial resources to provide for further development;
- j) Such other matters as may be deemed necessary for meeting the aims and objectives of the College/Recognised Institution and the University.

- S.362. 1 The Management/Trust conducting the College/Recognised Institution shall make the financial position clear to the University by submitting Audited Statement, Statements of Accounts, Income and Expenditure Statement and Balance Sheet of the Management as well as of the College or Recognised Institution for five preceding years. The Management shall meet all deficit of the College or Recognised Institution by way of out-right grants with the undertaking to meet future deficit, if any.
2. The Management shall fulfil the requirements of the reserve fund as stipulated, execution of irrevocable trust deed thereof and report the names of the trustees to the University, from time to time.

3. The Management of the College/Recognised Institution which does not receive grant-in-aid from the Government shall make provisions for salaries and allowances, provident fund and gratuity as prescribed by the University, from time to time. The administration and investments of funds shall be in accordance with the requirements of the University and the Government.
- S.363.
1. The appointments of Principal, Teachers, Librarian and other staff shall be made in accordance with the Statutes governing the terms and conditions of service and the directions issued by the University, from time to time. The Management shall get all the appointments duly approved by the University.
 2. The strength of the teaching and non-teaching staff for the College/Recognised Institution shall be in accordance with the staffing pattern/norms laid down by the Government, the University and the relevant central bodies such as UGC, AICTE, etc.
 3. The payment of salaries and allowances to the teaching and non-teaching staff and the mode of payment shall be in accordance with the rules of the Government and the University.

**Withdrawal of Affiliation or Recognition of
College or Recognised Institution**

(Under Section 91 of the Act)

- S.364. If an affiliated College or Recognised Institution fails to comply with the condition of affiliation or recognition as provided under Section 81 of the Act or to allow the Local Managing or Advisory Committee as provided under Section 85 to function properly or to take action as per directions issued under the Act or if it is conducting the College or Recognised Institution in a manner prejudicial to the interest of the University or the standards laid down by it, the Board of College and University Development may issue a notice to the Management to show cause, as to why the privileges conferred on the College or Recognised Institution by affiliation or recognition should not be withdrawn in part or in whole or modified.
- S.365. If University feels that the College or Recognised Institution has violated the provisions made in sub-clause (1) of Section 91 of the Act, then the BCUD shall issue a show-cause notice in the month of October of the year preceding the year from which the withdrawal is to be effected.

- S.366. The Board of College and University Development shall issue a show-cause notice for withdrawing the affiliation or recognition given to the College or recognised institution. While doing so, the Board of College and University Development shall mention the grounds on which it proposes to take the action as mentioned in Sub-Section (2) of Section (91) of the Act.
- S.367. The show-cause notice shall be issued in the name of Principal of the College or Head of the Recognised Institution and copy to the Secretary of the Management or Trust. It shall mention the period which shall not be less than 30 days within which the Principal/Head should file his written statement in reply to the Notice.
- S.368. After receipt of the written statement or after expiry of the period specified in the notice issued under sub-section (1) of Section (91) of the Act, the Board of College and University Development shall place before the Academic Council, the notice and the written statement, if any, with or without the motion for withdrawal or modification of such privilege.
- S.369. The Academic Council after scrutinising all the details shall take the decision of withdrawal of recognition or affiliation.
- Provided that, while taking such decision, the Academic Council shall consider the prime interest of the students studying in the College or Recognised Institution.
- Provided further that, if the Academic Council takes the decision of withdrawing the affiliation or recognition, then it shall so recommend to the Vice-Chancellor and thereafter Vice-Chancellor shall proceed to implement the recommendations of the Academic Council.
- S.370. If the Academic Council recommends that the affiliation or recognition should be withdrawn then it shall be withdrawn in phases.
- S.371. Before implementing the decision of the Academic Council, the Vice-Chancellor shall inform the Principal and the Management about the intention of the University to withdraw the affiliation/recognition.
- S.372. It shall be the responsibility of the Vice-Chancellor to complete the process of withdrawing the affiliation or recognition well in advance or in any case before the month of January of the preceding academic year from which the affiliation or recognition is to be withdrawn.

- S.373. The Vice-Chancellor may inform the Government regarding the decision taken by the Academic Council in withdrawing the affiliation or recognition of a College or Recognised Institution .

Closure of the College or Recognised Institution

(Under Section 92 of the Act)

- S.374. No Management/Trust of the College or Recognised Institution shall be allowed to close down the College or Recognised Institution without prior permission of the the University and the Government.
- S.375. The Management desirous of closing down the College or Recognised Institution shall apply to the University on or before the first day of August of the preceding academic year, stating fully the grounds for closure, and pointing out the assets in the form of buildings and equipments, books, etc. their original cost, the prevailing market value and the grants received so far by it, either from the University Grants Commission, the Government or from public funding agencies.
- S.376. On receipt of such a application, the Academic Council shall cause to make enquiries as it may deem fit, to assess and determine whether the College or Recognised Institution be permitted to effect the closure. The Academic Council may examine whether the closure can be avoided by providing necessary assistance or taking over of the College or Recognised Institution by the University or transferring it to the another management.
- S.377. If the Academic Council decides to recommend the closure, then it shall prepare and submit to the Management Council, a report on the extent of damages or compensation to be recovered from the management and whether the assets created utilising the funds provided by the University Grants Commission, the Government or other public funding agencies, be transferred to the University or other management.
- Provided that, if the Academic Council recommends the closure, then the payment of compensation to the teachers shall be as per the provision made in the Statutes.
- S.378. The Academic Council with prior concurrence of the Management Council and approval of the Government shall decide whether the affiliated College or Recognised Institution be permitted the closure.
- S.379. If the University decides to take over the College or Recognised Institution or transfer the same to another management, then the procedure to be followed shall be such as may be prescribed.

- S.380. The procedure to effect the closure shall be in phases, so as to ensure that the students already admitted to the College or Recognised Institution are not affected, and that the first year shall be closed first and no new admission shall be effected, the procedure to phase out the closure shall be such as may be prescribed.

**Inspection of the College/Recognised Institution
and University Departments**

(Under Sections 90 read with 5 (25), 14 (14) and 28 (dd) of the Act)

- S.381. 1. The Vice-Chancellor shall cause every College/Recognised Institution and the University Department shall be inspected at least once in a three years by an Inspection Committee constituted under Section 90 (2) of the Act.

The Committee shall inspect the College/Recognised Institution/University Department with view to ensuring that the proper standards of instruction, teaching, training are maintained in it and adequate accommodation and Library and Laboratory facilities are provided. The inspection will be a with a view :

- a) to assessing its academic performance and needs;
- b) to ensuring maintenance of efficiency and adequate students amenities;
- c) to ensuring that the proper terms and conditions of employment of the teachers and other employees as laid down in the Statues and Standard Code;
- d) to ensure proper management of its finances;
- e) to ensuring that the College/Recognised Institution has provided adequate facilities for the promotion of health, welfare, sports and other extra-curricular activities for the students of the College/Recognised Institution/University Department;
- f) to ensure that the college/Recognised Institution has complied with the provisions so the Act, Statutes, Ordinances, Regulations and Rules framed thereunder and
- g) reporting such other matters as may be referred to the Committee by the Vice-Chancellor.

2. The Inspection Committee shall submit a report of its findings and recommendations to the Vice-Chancellor who, after consideration of the said report, issue instructions to the College/Recognised Institution/University Department, if necessary, in the light of the terms of reference mentioned in Clause (1) above. The Vice-Chancellor may take further action as may be necessary under Section 14 (14) of the Act.

Elections to the Authorities/Bodies

(Under Section 47 of the Act)

- S.382.
- a) All the Elections to the authorities and Bodies shall be held as per Section 47 of the Act.
 - b) Elections to the Authorities and bodies under Section 25 (2) (1), (m), (p), (r), 29 (2) (f) and 37 (2) (b) of the Act, shall be held by ballot at Polling Centres as laid down in the Statutes.
 - c) Elections to the Management Council from the Senate under Section 27 (1) (j), (k), (l), (m) and (n) shall be held at the meeting of such authorities/bodies in accordance with the procedure laid down in the Statutes.
 - d) Elections of the Deans of Faculties under Section 15(2), election of three BOS members to the respective Faculties under Section 33(5) (c), elections of the Chairmen of Boards of Studies under Section 37(4) and elections of Secretaries of respective Students' Council under Section 40 shall be held at the meeting of such authorities/bodies in accordance with the procedure laid down in the Statutes.

Deans of Faculties

(Under Section 15 (2) of the Act)

- S.383. The Dean of the Faculty, other than the Faculties of Law, Engineering & Technology and Fine Arts, etc. to be elected shall be the approved teacher of the University with atleast ten years teaching experience.
- S.384. In the cases of the Faculties of Law, Engineering and Technology and Fine Arts, the Dean to be elected shall be the approved teacher of the University who shall have teaching and/or Professional experience of atleast ten years out of which teaching experience shall be atleast of five years.

Authorities of the University

SENATE

(Under Section 25 (2) of the Act)

- S.385. For the purposes of representation of the Principals on the Senate, under Section 25 (2) (1), the Registrar shall prepare and publish an electoral roll of the Principals of the affiliated, conducted and autonomous colleges, at least forty clear days before the date of the election.

The Registrar shall notify the electoral roll to all the Principals for correction of the mistakes in the same, if any, atleast twenty-eight clear days before the date of the election. The notice of the elections shall be sent atleast twenty-five clear days before the date of the election and the Registrar shall invite nominations thereafter so as to reach him atleast sixteen clear days before the date of the election. The election shall be held by ballot at polling centres fixed by the Registrar in accordance with the procedure laid down in the Statute 418.

- S.386. For the Election of five representatives of the Managements of affiliated Colleges or Recognised Institutions elected by the electoral college consisting of Chairman or President or the representative of the Managements as the Management may recommend, the Registrar, shall prepare and publish an electoral roll at least forty clear days before the date of election. Where a Management conducts one or more Colleges or Recognised Institutions, only one Chairman or President or representative of such Management as the case may be, shall be the member of the electoral college, as per Section 25(2) (m) of the Act. The Registrar shall notify the electoral roll to all the representatives for correction of the mistakes in the same, if any, at least twenty-eight clear days before the date of election.

The Notice of the election shall be sent at least twenty-five clear days before the date of election. The election shall be held at Polling Centres as per procedure laid down in Statute 418.

- S.387. In the case of election of twenty teachers to the Senate under Section 25 (2) (p) of the Act, forty clear days before the date of election, the Registrar shall prepare the electoral roll of the teachers and not less than twenty-eight clear days before the date of election shall send the same to the Principals of affiliated/conducted/autonomous Colleges, Heads of the University Departments, Recognised/Autonomous

Institutions for information and correction, if any, in the roll. He shall also notify the publication of the roll in leading newspapers in the University area one each for a District and invite corrections or mistakes, if any, from concerned teachers. This election shall be held by ballot at Polling Centres in accordance with the procedure laid down in Statute 418.

It shall be the responsibility of the Principals of Affiliated/Conducted/Autonomous Colleges, Heads of the University Departments, Recognised/Autonomous institutions to bring this electoral roll to the notice of the teachers.

In the preparation of the roll of teachers, the names of only such teachers shall be included in the roll as are on the date of preparation, teachers as defined in Sub-Section (34) and (41) of Section (2) of the Act.

- S.388. Teachers shall elect twenty teachers having teaching experience of not less than five years, other than Heads of University Departments or University Institutions or Principals of affiliated Collèges or Heads of Recognised Institutions, elected by the teachers from amongst themselves, as per the procedure laid down in Statute 418.

The number of seats to be allotted to each Faculty shall be as under :

- i) One seat shall be reserved for teachers of University Departments irrespective of faculties. However, the University teachers shall be eligible to contest for other seats facultywise.
- ii) Of the remaining 19 seats, each faculty shall get atleast one seat.
- iii) The remaining seats being allotted facultywise on the basis of the following formula :

$$n = \frac{f \times r}{t}$$

n = Number of additional seats to be allotted to the particular faculty.

r = Remaining seats to be allotted.

f = Number of teachers under the particular faculty in the electoral roll.

t = Total number of teachers on the electoral roll.

- a) Initially only the integers shall be considered and the seats allotted accordingly.
- b) If all remaining seats do not get allotted by (a) above, the seats shall be allotted for the fractions in descending orders till all the remaining seats are so allotted.

S.389. Registered Graduates whose names are included in electoral college shall elect ten registered graduates who are not Principals of affiliated and conducted and Autonomous Colleges, Chairman or President or the Representative of the Management of affiliated Colleges or Recognised Institutions, President and Secretary of the University Students Council or Teachers, members of State Legislatures, from amongst themselves, of whom one seat shall be reserved for the Scheduled Castes as defined in Sub-Section (29) of Section (2), one seat shall be reserved for the Scheduled Tribes as defined in Sub-Section (30) of Section 2 and one seat shall be reserved for the Other Backward Classes as defined in Sub-Section (22) of Section (2), under the provision of Section 25(2) (r) of the Act.

Remaining seven open seats of registered graduates shall be allotted to the faculties as under. However voting to all ten seats shall be in common

1. Arts	:	1
2. Social Sciences	:	1
3. Science	:	1
4. Law and Fine Arts	:	1
5. Commerce	:	1
6. Education	:	1
7. Engineering and Technology	:	1

The Registered Graduates whose names are included in the electoral college from respective faculties shall be eligible to contest for the seat of the said faculty. It shall be open to the registered graduates whose names are included in the electoral roll belonging to Scheduled Castes, Scheduled Tribes and Other Backward Classes to contest the election to the reserved seats as also for open seats. The registered graduates whose names are included in the electoral college and who are contesting for reserved seats shall submit alongwith their nomination for election the Caste Certificate from Tahasildar.

All persons whose names are entered in the register of registered graduates shall be entitled to apply to the University in the prescribed form for inclusion of their names in the electoral college to be constituted as provided in Section 99 (5) of the Act. The Registrar shall publish the electoral roll of the registered graduates whose names are included in the electoral college. The price of the application form shall be decided by the University, from time to time.

The application form shall be as prescribed and is given in Appendix-III.

- S.390. In the case of election by Registered Graduates under Section 25 (2) (r) of the Act, the Registrar shall prepare and publish, at the end of every fifth year, ending on 31st August preceding the date of election, an electoral roll of registered graduates. This electoral roll shall be published 40 clear days before the date of election. The notice of publication of electoral roll shall also be published in leading newspapers in the University area one in each District, calling upon the registered graduates to apply for corrections of the mistakes and omissions in the electoral roll, if any, at least 28 clear days before the date of election. The notice of election and the list of valid nominations shall be published as per Statute 408 in leading newspapers as stipulated above. The elections shall be held by ballot at polling centres in accordance with the procedure laid down in Statutes 408, 409, 410, 413, 414, 415 and 418. The identity of voters at the time of polling shall be verified from their Driving Licence, Identity Cards issued by their employer, and the identity Card issued by the competent authority for the purpose of general elections.

MANAGEMENT COUNCIL

(Under Section 27 (1) (j) (k) (l) (m) (n))

- S.391. One Principal shall be elected by the Senate from amongst the Principals elected on the Senate under Section 25 (2) (l) of the Act.
- S.392. One teacher from the University Departments or University Institutions with ten years' Post-graduate teaching experience who is not a Head or Director of University Department or University Institution elected by the Senate from amongst the teachers who are members on the Senate under Section 25 (2) (p) of the Act.
- S.393. Two teachers from amongst the teachers of the affiliated colleges with sixteen years teaching experience and who are not Principals, elected

by the Senate from amongst the teachers of the affiliated Colleges who are members on the Senate under Section 25 (2) (p) of the Act.

S.394. One person, who is not a Dean, Head or Director of University Department, Principal, Teacher or Student Member, shall be elected by the Senate from amongst its members under Section 27 (1) (m) of the Act.

S.395. Under the provisions of Section 27 (1) (n) of the Act, three persons representing the group of Faculties in the order given below shall be elected by the Academic Council from amongst its members on the Management Council.

Group-I 1) Arts

2) Education

3) Fine Arts

Group-II 1) Science

2) Engineering and Technology

3) Law

Group-III 1) Social Sciences

2) Commerce.

[Note : Universities having more than eight faculties may proportionately include them in other Group II & III]

For every term of the Management Council for a period of five years, three Faculties from a group shall be represented at a time in the order given above. A faculty which has been already represented on the Management Council once, shall not be represented again under this Statute unless the remaining faculties have had their turns. This election shall be held in accordance with the procedure laid down in Statutes 382 (1) (c), 418 and 419.

ACADEMIC COUNCIL

(Under Section 29 (2) (f))

S.396. For purposes of election of five Principals of conducted, autonomous or affiliated Colleges to be elected by the Principals from amongst themselves on the Academic Council, the Registrar shall prepare and publish an electoral roll of the Principals of the affiliated, conducted

and autonomous Colleges, at least forty clear days before the date of election. The Registrar shall notify the electoral roll to all the Principals for correction of the mistakes in the same, if any, at least twenty-eight clear days before the date of election. The notice of the elections shall be sent at least twenty-five clear days before the date of election and the Registrar shall invite nominations thereof so as to reach him at least sixteen clear days before the date of election. The election shall be held by ballot at polling centres fixed by the Registrar in accordance with the procedure laid down in the Statute 418.

BOARD OF STUDIES

(Under Section 37 (2) (b) and 37 (4))

S.397. For the purpose of Section 37 (2) (b) of Act.

- i) The Principal of every affiliated College shall designate a Head of the Department for each subject or group of subjects who shall be a full-time teacher teaching the subject at the Special or Principal or Major or Main or at the Degree level, having not less than ten years full-time teaching experience.
- ii) Such designated Heads of the departments shall be the full-time teachers who will be eligible to contest and vote for the purpose of election of six Heads of Departments as provided by Section 37 (2) (b) of the Act.
- iii) In the case of professional faculties like Engineering and Technology, Law, Education, and Fine Arts, the only change in the aforesaid manner of election shall be that the ten years' teaching experience as a full-time teacher for the professional faculties need not be at Special, Principal, Main or the degree level.
- iv) For the aforesaid purposes, a teacher shall not be designated as Head of the Department for more than one Department in the College where one and the same teacher is the Head of more than one Department, the Principal of the College shall state the Department of which the Teacher concerned is to be deemed as the Head for the purpose of voting and contesting for the election to the Boards of Studies.

- v) In case of any dispute that may arise relating to appointment of a Head of Department or withdrawal for Headship; the same shall be referred to the Vice-Chancellor, whose decision thereon shall be final.

S.398. The Election of Heads of Departments in Colleges to the Boards of Studies shall be held by ballot at Polling Centres in accordance with the procedure as prescribed in Statute 418.

Provided further that the following procedure shall be followed while conducting the elections :

1. As far as possible for each taluka there shall be at least one polling centre and the voters shall come to the Polling Centres for voting at their own cost.
2. The University may send the required staff for conducting the elections at each centre. In addition to the University staff, if required, polling officer may appoint person(s) from college staff for the purpose of this election.

S.399. The Chairman of the Board of Studies shall be elected by the members of the Board from amongst themselves at a meeting as per Section 37 (4) of the Act. Until the Chairman is elected, a person nominated by the Vice-Chancellor from amongst the members of the Board, shall preside over the meeting for the purpose of conducting the election. The term of office of the Chairman shall be co-terminus with those of the elected members.

Elections to the Authorities or Bodies

(Under Section 47 of the Act)

S.400. Except as otherwise expressly provided for, every election to the authority or body of the University as also elections of the Deans, the Chairman of the Boards of Studies and other similar elections shall be held by ballot according to the system of propotional representation by means of the single transferable vote and as prescribed by the Statutes.

S.401. In these Statutes, unless there is anything repugnant in the subject of context -

1. The expression 'elector' with reference to the election of any authority or body means any person or a public association or body entitled to vote at such an election.

2. The expression 'continuing candidate' means any candidate not elected or not excluded from the poll at any given time.
3. The expression 'first preference' means the figure '1' standing alone opposite the name of a candidate; 'Second preference' means the figure '2' standing alone opposite the name of a candidate in succession to the figure '1'; 'third preference' means the figure '3' standing alone opposite the name of a candidate in succession to the figures '1' and '2' and so on, on the voting papers.
4. The expression 'next available preference' means a Second or subsequent preference recorded in consecutive numerical order for a continuing candidate, the preference, next in or on a voting paper for candidates already elected or excluded from the poll being ignored.
5. The expression 'transferable paper' means a voting paper on which, following the first preference, a second or subsequent preference is recorded in consecutive numerical order for a continuing candidate.
6. The expression 'non-transferable paper' means a voting paper on which, following the first preference, a second or subsequent preference is recorded in consecutive numerical order for a continuing candidate, where—
 - a) the name of two or more candidates (whether continuing or not) are marked with the same number, and are next in order of preference.
 - b) the name of the candidate next in order of preference (whether continuing or not) is marked.
 - i) by a number not following consecutively after some other member on the voting paper, *OR*
 - ii) by two or more numbers.
 - c) for any other reason, it cannot be determined for which of the continuing candidates the next available preference of the elector is recorded.
7. The expression 'original vote' in regard to any candidate means a vote derived from a voting paper on which a first preference is recorded for that candidate.

8. The expression 'transferred vote' in regard to any candidate means a vote derived from a voting paper on which a second or subsequent preference is recorded for that candidate.
9. The expression 'quota' means the number of votes sufficient to secure the election of a candidate, determined at each election by dividing the total number of valid votes cast at an election by the number of vacancies to be filled plus one at that election and by adding one to the result so arrived. Any fractional remainder in doing so shall be disregarded.
10. The expression 'surplus' means the number of votes by which the total number of original and transferred votes credited to any candidate, exceeds the quota.
11. The expression 'count' means—
 - a) all the operations involved in the counting of the first preferences recorded for candidates; *OR*
 - b) all the operations involved in the transfer of the surplus of an elected candidate; *OR*
 - c) all the operations involved in the transfer of the votes of an excluded candidate or of two or more candidates excluded together.

S.402. A voting paper shall be in the following form :

VOTING PAPER

_____ UNIVERSITY

Election by _____

Name of Candidates	Order of Preference

- S.403. 1. Each elector shall have one transferable vote.
2. An elector in recording his vote—
- must place on his voting paper the figure 1 opposite the name of the candidate for whom he votes in the column 'order of preference';
 - may in addition indicate the order of his choice or preference for as many other candidates as he pleases by placing against their respective names the figures 2, 3, 4 and so on, in consecutive numerical order.
- S.404. A voting paper shall stand invalid if —
- the figure 1 standing alone, indicating a first preference, is not placed; *OR*
 - the figure 1 standing alone, indicating a first preference, is placed opposite the names of more than one candidate, *OR*
 - the figure 1 standing alone, indicating a first preference and some other figures are placed opposite the name of the same candidate; *OR*
 - it cannot be determined for which candidate the first preference of the voter is recorded; *OR*
 - in an election by ballot any mark is placed by the voter by which he may afterwards be identified; *OR*
 - there is any erasure or alteration in the figures indicating the voter's preference. S.402.
- S.405. The Registrar shall have the power -
- to fix the date of election;
 - to decide, in cases of doubt, the validity or invalidity of a vote recorded and to declare the result of each election.

Electoral Roll

- S.406. The Registrar shall prepare electoral rolls for all persons or public associations or bodies entitled to elect members to the authorities of the University, showing their names and addresses.
- S.407. Except when an election is held at a meeting, the persons or public associations or bodies, as the case may be, entitled to vote at an

election to any of the authorities shall, respectively, be the persons or public associations or bodies whose names are entered on their respective rolls.

- S.408. The rolls of persons, public associations or bodies entitled to vote at an election to the Senate or any other Authority or Body of the University shall be published, except when otherwise specified, at least forty clear days before the date of election.
- S.409. The Registrar shall have the authority to correct the roll(s), if any omission or wrong entries are brought to his notice at least twenty-eight clear days before the date of election. The Registrar's decision in the matter shall be final. In case of any dispute in this regard, the Vice-Chancellor's decision shall be final.
- S.410. Printed copies of the rolls shall be delivered on application to any person on payment of any such fees as may be prescribed by the University, from time to time.

Notice of Election

- S.411. In the case of elections of Principals to the Senate and Academic Council, representative of the Management and except where elections are to be held at the polling centres, the notice of election shall be given to all electors. In the case of elections at the polling centres, notice of election shall be published in leading newspapers one each for each District in the University area :
- a) twenty-one clear days before the date of election in the case of an election to be held at a meeting of any Authority or Body of the University; and
 - b) twenty-five clear days before the date of election in the case of all other elections to be held at Polling Centres.

In the said notice, the date fixed as the last day for receiving nominations and the date of election shall be precisely stated and relevant details regarding the vacancy be given.

Nominations

- S.412. Subject to the provisions made in various Sections of the Act, in all cases where nominations are invited by the Registrar, any two electors, or any two members of a public association or body entitled to vote, may, after the notice of election is issued, nominate as a candidate any person by sending to, or delivering at the University Office a nomination

paper on or before 4.00 p.m. on the last day fixed for receiving nominations. The nomination should be in the prescribed form given in the Appendix-III and this form can be had from the University Office only on prepayment of a price which shall be decided by the University, from time to time.

- S.413. The last date for the receipt of nominations shall be —
- a) ten clear days before the date of election in the case of an election to be held at a meeting of any authority of the University; and
 - b) sixteen clear days before the date of election in the case of all elections at the Polling Centres.

- S.414. The prescribed nomination papers obtained from the University shall be dated and signed by two electors or by two members of the public associations or bodies, entitled to vote and shall contain dates, the names in full, addresses and designations, if any of signatories and of the candidate nominated. No person shall be nominated as a candidate for election unless he signifies his consent under his signature and the date on the nomination paper. No person shall either propose or second his own nomination.

A nomination paper which does not comply with all the requirements herein mentioned above, shall be invalid and it shall be rejected.

Provided that, when the number of members in a body is not more than three, a member offering for election be not required to be proposed or seconded by any other member of that body as referred to in the Statute.

- S.415. It shall be open to a candidate to withdraw from an election provided that the candidate sends an intimation of withdrawal in writing, signed by the candidate and duly attested by a Magistrate, Principal of affiliated/Conducted/Autonomous Colleges and Head of the University Departments/Recognised Institutions/Autonomous Institutions to the Registrar, so as to reach him before 4.00 p.m. on the third day after the date for the scrutiny and acceptance of nomination.
- S.416. a) As soon as possible after the last day fixed for the receipt of nominations, at a time and place fixed by the Registrar and notified in the notice of election, the Registrar or any person or persons nominated by him shall scrutinize the nominations.

- b) The candidate or his agent duly authorised by him in writing in this behalf shall be entitled to be present at such scrutiny.
 - c) In case of dispute or doubt regarding the validity of a nomination paper, the decision of the Vice-Chancellor shall be final.
- S.417.**
- a) If the number of valid nominations does not exceed the number of vacancies to be filled, the candidates nominated shall be declared to have been returned unopposed. In such cases the said meeting which is called only for the purpose of election shall stand cancelled and the members concerned shall be informed accordingly.
 - b) If there are not more than six Heads of Departments in Colleges for a subject or group of subjects for which the Board is to be constituted, the Heads of Departments shall be taken as returned unopposed to the Board concerned. There is no necessity of holding an election in such cases.

Procedure for Election at Polling Centres

- S.418.** In all cases when an election is held wherein votes are to be recorded at Polling Centres the procedure for recording of votes by ballot shall be as under :
1. The Polling Centres shall be decided by the Registrar. The Registrar shall appoint necessary Polling Officers at the Polling Centres;
 2. The hours of voting at the respective Polling Centres of election shall be determined in advance and stated in the notice of election;
 3. It shall be the responsibility of the Principals of Affiliated/Conducted Colleges and Heads of the Recognised Institutions to provide all necessary infrastructural and support facilities for the smooth and timely conduct of all the University elections;
 4. Names of the persons duly nominated shall be notified for information of voters in the Affiliated/Conducted/Autonomous Colleges, Recognised/Autonomous Institutions and in the University Departments as soon as possible after the last date for withdrawal of candidature is over;
 5. The Polling Officer shall keep order at the Polling Centres. No person other than a voter shall be allowed to enter the Polling Compartment,

6. No voter shall be allowed to enter the Polling Compartment for according his vote, before the commencement or after the expiry of the period fixed for the purpose;
7. Immediately before the Polling commences, the Polling Officer shall show to the candidates or their authorised agents present at the Centre that the ballot box is empty and shall then lock and seal it for use;
8. Immediately before the ballot papers are issued to a voter, the number of the voter shall be entered on the counterfoil, and the same shall be signed by the voter and a mark shall be placed by the issuing officer in his copy of the electoral roll against the number of the voter to whom the voting paper is issued;
9. Before the ballot paper is issued to a voter, a mark of indelible ink shall be made on the forefinger of right hand of the voter.
10. The voter on receiving the ballot paper, shall forthwith proceed to one of the compartments where he shall mark and put his ballot paper into the ballot box;
11. Every voter shall vote without undue delay and shall leave the polling centre as soon as he has put his ballot paper into the ballot box;
12. If a voter spoils his ballot paper inadvertently, he may be given another and the spoiled ballot paper and its counterfoil shall be cancelled by the Polling Officer and shall be sent to the Registrar.

Procedure for Election by Ballot at a Meeting

- S.419.** The duration for voting shall be precisely notified to the voters in the notice of election by the Registrar.
- S.420.** Voting papers with the names of person nominated, printed or typed thereon, will be furnished at the meeting held for the purpose at the election and the procedure of the election shall not be delayed for want of quorum. All the eligible members present at the meeting shall be entitled to vote in the election. When two or more authorities or bodies are jointly entitled to elect a representative and election takes place at a meeting, a member who is common to two or more authorities or bodies shall be entitled to only one vote. The scrutiny of ballot papers shall be conducted by the Registrar or Finance and Accounts Officer or Controller of examinations or the person not below the rank of

Deputy Registrar nominated by the Registrar and not less than two scrutineers to be selected by the Chairman of the meeting from among those present at the meeting.

The names of valid nominations shall be notified on the notice board of the University for information of voters after the last day of the withdrawal of the nominations.

Scrutiny and Counting of Voting Papers

- S.421. All voting papers shall be scrutinised by the Registrar and such other person or persons as may be authorised by the Registrar.
- S.422. The candidate or his agent, who shall be a voter of the particular constituency, duly authorised by him in writing on his behalf shall be entitled to be present at such scrutiny.
- S.423. After the voting papers for an electoral body have been scrutinised and counted, the Registrar or the person or persons authorised by him shall examine the voting papers and shall sort them into parcels according to the first preference recorded for each candidate rejecting voting papers that are invalid.
- S.424. The Registrar or the person or persons authorised by him shall then count the number of paper in each parcel and shall credit each candidate with a number of votes equal to the number of valid papers on which a first preference has been recorded for such candidate and he shall ascertain the total number of valid papers and also determine the quota.
- S.425. If at the end of any count the number of votes credited to a candidate is equal to or greater than the quota the candidate shall thereupon be declared elected.
- S.426. 1. If at the end of any count, the number of votes credited to a candidate is greater than the quota the surplus shall be transferred, as provided in this Statute, to the continuing candidates for whom the next available preferences have been recorded on the voting papers in the parcel or sub-parcel last received by the elected candidate.
2. a) If more than one candidate has surplus, the largest surplus shall be first dealt with.
- b) If two or more candidates have each an equal surplus, the surplus of the candidate with the greatest number of votes

at the first count at which the candidates in question have an unequal number of votes shall be first dealt with. When the number of votes credited to such candidates are equal at all counts the Registrar or the person or persons authorised by him shall determine by lot which surplus he will first deal with.

3. The Registrar or the person or persons authorised by him shall not transfer a surplus, when that surplus together with any other surplus not transferred is less than the difference—
 - a) between the votes of the candidates lowest on the poll and the votes of the next highest candidate, *OR*
 - b) between the total of the votes of the two or more candidates lowest on the poll and the votes of the next highest candidate, provided that the exclusion from the poll of the aforesaid two or more candidates lowest on the poll shall not reduce the number of continuing candidates below the number of vacancies remaining to be filled.
4.
 - a) If the votes credited to an elected candidate consist of original votes only, the Registrar or the person or persons authorised by him shall examine all the papers contained in the parcel of the elected candidate whose surplus is to be transferred.
 - b) If the votes credited to an elected candidate consist of original and transferred votes or transferred votes only, the Registrar or the person or persons authorised by him, shall examine the ballot papers contained in the sub-parcel last received by the elected candidate whose surplus is to be transferred.
 - c) In either case, the Registrar or the person or persons authorised by him shall sort the transferable papers into sub-parcels according to the next available preferences recorded thereon, shall make a separate sub-parcel of the non-transferable papers and shall ascertain the number of papers in each sub-parcel of transferable papers.
5. If the total number of papers in the sub-parcel of transferable papers is equal to or less than the surplus the Registrar or the persons or persons authorised by him shall transfer the whole of each sub-parcel of transferable papers to the continuing candidates indicated thereon as the elector's next available preference, and

shall set aside as a separate parcel so many of the non-transferable papers as are not required for the quota of the elected candidate. The particular papers set aside shall be those last filed in the parcel of non-transferable papers.

6. a) If the total number of transferable papers is greater than the surplus, the Registrar or the person or persons authorised by him shall transfer from each sub-parcel or transferable papers to the continuing candidate indicated thereon as the electors next available preference the number of papers which bears the same proportion to the number of papers in the sub-parcel as the surplus bears to the total number of transferable papers.
- b) The number of papers to be transferred from each sub-parcel shall be ascertained by multiplying the number of papers in the sub-parcel by the surplus and dividing the result by the total number of transferable papers. A note shall be made of the fractional part, if any, of each number so ascertained.
- c) If, owing to the existence of such fractional parts, the number of papers to be transferred is less than the surplus so may of these fractional parts taken in the order of their magnitude, beginning with the largest, as are necessary to make the total number of papers to be transferred equal to the surplus shall be reckoned as of the value or unity, and remaining fractional parts shall be ignored.
- d) If two or more fractional parts are of equal magnitude, that fractional part shall be deemed to be the largest which arises from the largest sub-parcel, and if the sub-parcels in question are equal in size, the fractional part credited to the candidate with the greatest number of votes at the first count at which the candidates in question have an unequal number of votes shall be deemed to be the largest, when the number of votes credited to such candidates are equal at all counts, the Registrar or the person or persons authorised by him shall determine by lot which fractional part shall be deemed to be the largest.
- e) The particular papers transferred from each sub-parcel shall be those last filed in the sub-parcel and each paper so transferred shall be marked in such a manner as to indicate the count at which the transfer took place.

- S.427. 1. If, at the end of any count, no candidate has a surplus or if any existing surplus need not be and is not, transferred and one or more vacancies remain to be filled, the Registrar or the person or persons authorised by him shall exclude from the poll the candidate lowest on the poll.
2. If the total of the votes of the two or more candidates lowest on the poll, together with any surplus not transferred, is less than the number of votes credited to the next highest candidates the Registrar or the person or persons authorised by him may at the same count exclude the aforesaid two or more candidates lowest on the poll, provided that the exclusion of these candidates shall not reduce the number of continuing candidates, below the number of vacancies remaining to be filled.
3. Upon the exclusion of any candidate, the Registrar or the persons authorised by him save as hereinafter provided, shall examine all the papers credited to that candidate; shall sort the transferable papers into sub-parcels to the candidate for whom that preference is recorded; and shall set aside as separate sub-parcel the non-transferable papers.
- S.428. 1. If, at the end of any count, the number of elected candidates is equal to the number of vacancies to be filled, no further transfer of votes shall be made.
2. If, on the exclusion of a candidate or candidates the number of the then continuing candidates is equal to the number of vacancies unfilled, the continuing candidates shall thereon be elected and no further transfer of votes shall be made.
- S.429. The order of priority of election of elected members shall be the order in which they are severally elected. If, at the end of any count two or more candidates are elected, the order of priority shall be according to number of votes credited to such candidates beginning with the greatest.
- S.430. 1. Whenever any transfer is made, each sub-parcel of papers transferred shall be placed on the top of the parcel, if any, of papers of the candidate, to whom the transfer is made and that candidate shall be credited with a number of votes equal to the number of papers transferred to him.

2. Non-transferable papers, except such as in the transfer of a surplus may be required for the quota of the elected candidates, shall be set aside as a separate parcel together with any parcel of non-transferable papers already set aside.
 3. On the transfer of the surplus of an elected candidate, all papers not transferred to continuing candidates and not set aside as provided in the preceding paragraph, shall be placed together in one parcel as the quota of the elected candidate and the parcel shall be marked with the name of the elected candidate.
- S.431. After the scrutiny is completed, the Registrar shall forthwith report to the Vice-Chancellor the result of the scrutiny.
- S.432. On the result of the election being reported as aforesaid, the results of the scrutiny showing for each candidate the number of first votes obtained and the successive additions to or subtraction from the number till the candidate was excluded or elected shall be declared by the Registrar, and the voting papers shall be destroyed immediately after a lapse of 30 days from the date of declaration of the result, or in the event of an appeal being submitted against the result to the Chancellor, under the provisions of Section 108 of the Act, immediately after a lapse of thirty days from the receipt of the final ruling of such appeal.
- S.433. a) If any candidate is elected to the Senate or to another authority or body by more than one constituency, he shall give notice in writing signed by him and delivered to the Registrar of the University within seven days of the declaration of the result of the last of such elections, choosing which of these constituencies he shall represent, and such choice shall be conclusive.
- b) If the candidate does not make the choice referred to herein within specified period of time, the Vice-Chancellor shall decide which constituency he will represent and his decision shall be final.
- S.434. Whenever the expression "clear days" appear in the above Statutes, for the purpose of counting the days, the first and the last day shall be excluded.

Registration of Graduates

(Under Section 99 of the Act)

- S.435. The names of all graduates of the University shall be entered in the Registers of Registered Graduates of different faculties prescribed by the University on their first graduation in the University only after the degrees have been duly conferred on them.
- S.436. Subject to Section 99 (1) (2) and (3) of the Act, the name of a graduate registered before the commencement of the Act, shall be deemed to be entered in the register of graduates.
- S.437. The fees for Registration of a graduate shall be as decided by the University, from time to time.
- S.438. For the purposes of Section 99 of the Act, every person who intends to be Registered Graduate of the University, shall submit an application to the Registrar in the prescribed form in Appendix-IV and pay the fees as decided by the University, from time to time. He shall clearly specify in the application the Faculty, viz. Arts, Social Sciences, Science, Commerce, Engineering and Technology, Law, Education and Fine Arts, etc. as the case may be, in which he desires to be registered for the purpose of Registration in the Register of Registered Graduates.
- S.439. Registered Graduates shall notify to the Registrar every change of their address.
- S.440. The Registrar shall revise the register of Registered Graduates after every five years from the date it has been first prepared for the purpose of Registration under the Act.
- S.441. All persons whose names are entered in the Register of Registered Graduates shall be entitled to register their names in the electoral college of Registered Graduates for the election of the representatives of Registered Graduates on the Senate, in accordance with the Statutes framed in that behalf and in the prescribed form given in Appendix-V.

Students' Council

(Under Section 40 of the Act)

- S.442. (1) For purpose of this statute 'Class' means a body of the students undergoing a course of instructions leading to a University Examination in a faculty e.g. Classes in the faculties of —
- i) Arts
 - ii) Science

- iii) Engineering & Technology etc. shall be as under :
 - i) B.A.Part-I, B.A.Part-II, B.A.Part-III, M.A.Part-I and M.A.Part-II.
 - ii) B.Sc. Part I, B.Sc. Part II, B.Sc. Part III, M.Sc. Part I and M.Sc. Part II.
 - iii) F.E., S.E., T.E. and B.E. etc.
- S.443. 1. For the purpose of forming the University Department Students' Council under the provision of Section 40 (2) (a) (v) of the Act, the term University Department means a Post-graduate department situated on the main campus at and P.G. Centre.
2. To form the University Department Students' Council under the provision of Section 40 (2) (a) (v) of the Act, the Vice-Chancellor shall nominate one student from each University Department, who has secured the highest number of marks at the preceding degree examination of a faculty and has been engaged in full-time Post-graduate studies in a University department of the same subject which he had offered as a special subject at the degree examination of the same faculty.
3. The Vice-Chancellor shall nominate two lady students of the University Department Students' Council on the basis of their over all performance in various items covering :
- i) academic merit in the preceding year,
 - ii) participation in National Service Scheme and Adult Education Programme,
 - iii) participation in National Cadet Corps
 - iv) cultural activities, etc., and
 - v) sports.
4. The University Department Students' Council as per Section 40 (2) (a) shall be declared, duly formed by the Director of Students' Welfare on the approval of the Vice-Chancellor on the date fixed by the Management Council.
- S.444. 1. The Principal shall nominate one student from every class on the Students' Council of the College under the provision of Section 40 (2) (b) (v) of the Act, who has secured the highest number of marks in the H.S.C. Board/University examinations or any other equivalent examination held in the immediately preceding year.

2. The Principal shall nominate four other student members under Section 40 (2) (b) (vii) on from each of the four activities namely;
- i) Sports;
 - ii) National Service Scheme and Adult Education;
 - iii) National Cadet Corps; and
 - iv) Cultural activities,

on the Students' Council on the basis of outstanding performance shown by them, in the respective activities in the preceding year in the manner given below :

- i) Sports :

the student in a Team or an individual item must have secured first/second/third position at least once in either Inter-Collegiate or Inter-University sports/tournaments sponsored by the University or Association of Indian Universities or by the State/Central Government authorities where higher weightage be given to higher level achievements.

- ii) National Service Scheme and Adult Education :

a) the student must have participated at least for one year in the National Service Scheme Programmes organised by a College and must have attended minimum 120 hours of work in the year, and also attended at least one NSS camp of 10 days duration, and/or

b) the student must have attended minimum 300 hours of work in two years in the Adult literacy programme conducted by a College/University/Government making at least five illiterate persons literate in two years.

- iii) National Cadet Corps :

the student must have undergone NCC training in Sr. Division at least for one year and attended 75% of the NCC parades and must have attended one NCC annual training camp. Preference shall be given to the student who has passed NCC 'B'/'C' certificate and participated in Republic Day Parade, where higher weightage shall be given to higher level achievements.

iv) Cultural Activities :

a student must have secured first/second/third position at least once in competitions such as Dance, Dramatics, Music, Literary activities and Fine Arts, held either in the Inter-Collegiate or Inter-University Youth Festivals sponsored by the University/Association of Indian Universities or by the State/Central Government Authorities, higher level achievements shall carry higher weightage.

3. the student in order to become eligible for nomination on the Students' Council of a College to represent the four activities under Section 40 (2) (b) (vii) shall produce certificates in original from the competent authorities.

4. The Principal shall nominate two lady students on the College Students' Council on the basis of their overall performance in various items covering —

i) academic merit in the preceding year,

ii) participation in National Service Scheme and Adult Education,

iii) participation in National Cadet Corps,

iv) cultural activities, and

v) sports.

S.445. a) The student in order to become eligible for nomination on the Students' Council under the provision of Section 40 (4) (a) and 40 (2) (b) (vii) (viii) must fulfil the conditions as follows :

i) He should not be a repeater student,

ii) He should not be an ATKT student, and

iii) He should not have joined a class of the same level in the same faculty or even a lower class in the same or the other faculty.

b) The student in order to become eligible for nomination on the Students' Council under all categories, shall produce original mark-sheet of the examination passed by him in the immediately preceding year.

- S.446. The Principal shall finalise the nomination of the student members and other namely, one lecturer on the basis of his interest and experience in the students welfare activities, one Sr. Division NCC Officer, one NSS Programme Officer, and the Director of Sports and Physical Education, if any, on the Students' Council as per the provision in Section 40 (2) (b) and declare the Students' Council, duly formed on a date fixed by the Management Council.
- S.447. The student shall cease to be a member of the Students' Council if he fails to appear and pass at the next University Examination for which he was enrolled when he became member. If such a vacancy occurs during the session, it shall not be filled up.
- S.448. a) If the student, nominated by the Principal on the Students' Council of the College under the provision of Section 40 (2) (b) (v) or 40 (2) (vii) or 40 (2) (b) (vii) of the Act, submits his application to the Principal informing him about his inability to be a member of the Students' Council under his signature duly attested by a teacher of the College within 24 hours of the declaration of his nomination, shall cease to be a member of the Students' Council from that date. However, in such a case, the post shall remain vacant for the year and shall not be filled up in any case.
- b) If a student nominated by the Vice-Chancellor on the University Department Students' Council under the provision of Section 40 (2) (a) (v) and by the Vice-Chancellor under the provision of Section 40 (2) (a) (vi) of the Act submits his application to the Director of Students' Welfare informing him about his inability to be member of the University Department Students' Council under his signature, duly attested by a teacher of the University Department to which he belongs within 24 hours of the declaration of his nomination, shall cease to be a member of the Students' Council from that date. However, in such a case the post shall remain vacant for the year and shall not be filled up in any case.
- S.449. The election of the Secretary of each of the Students' Council of the Colleges, shall be held from amongst its students members as per the provision in Section 40 (3) of the Act by ballot, according to the system of proportional representation by means of single transferable

vote at a meeting to be convened by the Principal or his nominee on a date fixed by the Vice-Chancellor as soon as possible after the declaration of the formation of the Students' Council within the first term of the academic year as per the following election procedure :

- i) The nomination papers of the student members contesting the election of the Secretary of the Students' Council shall be submitted to the Principal of the College or his nominee in the prescribed form within one hour of the declaration of the election time schedule and the Electoral Roll.
- ii) The Principal or his nominee shall scrutinize the nomination papers and ascertain their validity in accordance with the statutes framed for the purpose, immediately after the time limit of submitting nomination papers, is over.
- iii) It shall be open to a candidate to withdraw his candidature from the election provided that the candidate concerned submits his withdrawal application to the Principal so as to reach him before the end of one hour from the closing time fixed for submitting the nomination papers.
- iv) If the number of candidates validly nominated does not exceed the number one, the candidate thus nominated, shall be declared, duly elected to the post of the Secretary of the Students' Council of the College.
- v) If the number of valid nominations exceeds the number one, the election will be held within the period of half an hour fixed by the Principal or his nominee.
- vi) The name of the student duly elected as the Secretary of the Students' Council shall be communicated by the Principal to the Director of Students' Welfare immediately after the election.

S.450. The election of the Secretary of the University Department Students' Council shall be held from amongst its student members as per the provision in the Section 40 (3) of the Act, by ballot according to the system of proportional representation by means of single transferable vote in the manner as laid down in Statute 449 (i) to (vi) at a meeting convened by the Director of Students' Welfare on a date fixed by the Vice-Chancellor as soon as possible after the University Department Students' Council has been declared duly formed, but in any case within the first term of the academic year.

ii) National Service Scheme and Adult Education :

A student must have participated in National Service Scheme organised by a College for two years and must have attended minimum 240 hours of work in two consecutive years with minimum 120 hours of work per year and also must have attended at least one NSS camp of 10 days duration under the special camping programme and/or a student must have participated in the Adult Education/Literacy Programme or Mass Programme for Functional Literacy sponsored by the University or by the State/Central Government and must have attended 300 hours of work in two years and must have made at least Five illiterate persons literate. Preference shall be given to the student who has attended All India National Integration Camp sponsored by the Central Government or who has attended the Republic Day Parade under the NSS.

iii) National Cadet Corps :

A student must have passed the NCC 'C' Certificate (Army/ Navy/Air wing) and he must have attended at least one NCC (Sr. Division) Annual Training Camp. Preference shall be given to the student who has attended the NCC Republic Day Parade and/or All India NCC Training Camp/Adventure Programmes such as Mountaineering/Trekking/Rock Climbing organised by the Recognised Institutions.

iv) Cultural Activities :

A student must have secured first/second/third position at the Inter-University Competitions in one of the events : Music/Dance/Dramatics/Literary activities/Fine Arts, conducted in the Inter-University Youth Festivals sponsored by the Association of Indian Universities and/or by the State/Central Government.

v) Academic Merit :

A student must have secured the highest number of marks in the preceding University examination.

- S.452. a) A student in order to become eligible for nomination on the University Students' Council on the basis of the outstanding

performance/merit shown by him as per the prescribed standards as laid down under the relevant statute, shall produce the certificates in original to the Director of Students' Welfare alongwith the recommendations of the Principal of the College concerned before the stipulated time-limit.

- b) A student in order to become eligible for nomination on the University Students' Council under any category, shall produce the original copy of mark-sheet of the examination which he has passed in the preceding year, as a proof that he is not a repeater and ATKT student.

- S.453. In the first meeting of the University Students' Council to be convened by the Vice-Chancellor during each academic year, the student members of the Council shall elect from amongst themselves the President and Secretary of the University Students' Council.

For this election, the Registrar shall send notice of election at least 21 clear days before the date of the election, to the student members of the Council inviting nominations from amongst themselves.

- S.454. The election of the President and the Secretary of the University Students' Council shall be held in its meeting in the manner prescribed by the relevant statutes meant for the elections of the authorities of the University.

- S.455. The term of office of the nominated student members on the students' Council of the Colleges, the University Department Students' Council and the University Students' Council shall begin with effect from the date of nomination on the particular Students' Council, and shall extend up to the last day of the academic year, unless they have in the mean time, incurred any disqualifications specified by or under the Act or the Statutes and shall then expire.

Rules of procedure and conduct for meeting of the Students' Councils of the Colleges, the University Department Students' Council and the University Students' Council

(Under Section 40 of the Act)

- S.456. Every meeting of the University Students' Council shall be presided over by the Vice-Chancellor and shall be attended by the Pro-Vice-Chancellor, the Registrar, the Director of Students' Welfare and such other officers of the University whose presence may be required for a particular meeting on the orders of the Vice-Chancellor.
- S.457. One-third of members of each of the Students' Council namely the Students' Council of a College, the University Students' Council and

the University Department Students' Council as the case may be, shall constitute the quorum of a meeting of the Council. In the absence of the quorum the meeting will be adjourned for a period of half an hour from the scheduled time of the meeting and then continued further. All questions shall be decided by the majority of votes of the members present either by showing hands or by standing.

- S.458. The meetings of the University Department Students' Council and the Students' Council of a College shall be held at least once in three months or at such other times as may be decided by the Vice-Chancellor in the case of University Department Students' Council and by the Principal, in the case of the Students' Council, shall be convened with a notice of eight clear days.
- S.459. The meeting of the University Students' Council shall be held at least once in three months or at such other times as may be decided by the Vice-Chancellor. The meetings of the University Students' Council shall be convened with a notice of ten clear days.
- S.460. The meeting of the Students' Council of a College shall be presided over by the Principal of the College and in his absence by his nominee who shall be a member of the Council.
- S.461. The meeting of the University Department Students' Council shall be presided over by the Vice-Chancellor and in his absence by the Chairman of the University Department Students' Council.
- S.462. The meeting of the University Students' Council shall be presided over by the Vice-Chancellor and in his absence by the Pro-Vice-Chancellor. In their absence, it will be presided over by the President of the University Students' Council.
- S.463. The Director of Students' Welfare shall issue notices of the meetings of the University Students' Council and the University Department Students' Council.
- S.464. The Director of Students' Welfare in consultation with the Vice-Chancellor shall prepare the agenda of the meeting and send the same to the members.
- S.465. Immediately after the meeting is over, the Director, shall draw the minutes and get the approval of the Chairman.
- S.466. The Director of Students' Welfare in consultation with the Vice-Chancellor, shall prepare the Annual Budget of the Students' Council and forward the same to the Finance and Accounts Officer.

- S.467. The Director of Students' Welfare shall maintain the record and shall keep the accounts of the University Students' Council.

Senate

(Under Sections 25 and 26 of the Act)

S.468. Rotation :

1. The representation of the Head of the Academic Services Units shall be by yearly rotation from amongst the Heads, Academic Services Units on the Senate.
2. For the purpose of determining rotation under clause (j) of sub-section (2) of Section 25 of the Act, the Academic Services Units shall be arranged in chronological order with reference to their respective dates of establishment.
3. The Head of subsequent Academic Services Units shall have one year term in the order determined as per clause (1) above. The same Head of Academic Services Units shall have another rotation only after all the Heads of Academic Services Units have had their turn.
4. The Head of the Academic Services Units shall have a term of one year commencing from 1st of July to the 30th June in the subsequent calendar year.

S.469. Place of Meeting :

The meeting of the Senate shall ordinarily be held in the University premises, unless the Chancellor or the Vice-Chancellor otherwise directs.

The meeting to be convened in the month of February/March shall be the Annual Meeting. The second meeting shall be convened within a period of eight months from the date of the First meeting.

S.470. Notice of Meeting :

1. The Registrar shall send, to each member, a notice of the Senate meeting, forty clear days, in advance.
2. The Registrar shall send the agenda of the meeting to each member twenty-one days before the date of the meeting. The agenda shall include proposals/resolutions sent by the members and the names of the proposers.

3. Notice in writing of the proposed amendments and the terms thereof and of motions for any change in the order of business as set forth in the statement must be forwarded so as to reach the Registrar ten clear days before the date of the meeting.
4. The Registrar shall, five clear days before the date of the meeting, forward to each member of the Senate a statement of all the motions and amendments.
5. No motion, amendments, of which due notice has not been given, shall be put to the meeting unless it is a motion for dissolution, adjournment, or suspension of the sitting, for passing to the next business on the statement, to review their decision, for referring the matter under consideration to the Management Council, Academic Council or Faculty for report, or an amendment accepted by the Chairman as merely formal.

S.471. Chairman :

The Chancellor, or in his absence the Vice-Chancellor or in the absence of both, the Pro-Vice-Chancellor if any shall preside the meeting of the Senate. If there is no Pro-Vice-Chancellor, the Dean, according to order of precedence shall take the chair.

S.472. Report of the Management Council
(in place of the original motion)

When a motion moved by a member is referred by the Senate to the Management Council for report and when the report of the Management Council thereon is received, such report shall take the place of the original motion, and its adoption shall be moved by a member of the Management Council as a motion recommended by the Management Council.

S.473. Order of Business :

1. Each member, before he takes his seat, shall register his attendance in a book place for the purpose at the entrance of the place of the meeting.
2. If there is no quorum at the commencement of the meeting, the Chairman shall, at the expiration of a quarter of an hour, take notice whether there are thirty members present; and if there are not, the meeting shall forthwith be adjourned to such a date

as the Chairman may decide. Such adjournment shall be recorded by the Registrar under the signature of the Chairman. In the case the meeting adjourned is for want of a quorum, no quorum shall be necessary.

- S.474. At every meeting, the business shall be transacted in the following order, unless otherwise determined by a special vote :
1. Introductory remarks, if any by the Chairman covering the important development of the University;
 2. Confirmation and signing of the minutes of the previous meeting;
 3. The election/nomination of a member of authority or body or of any official of the University, if it is a part of the business to be transacted at the meeting;
 4. Consideration of conferring the Honorary Degree; and academic distinctions;
 5. Interpellations;
 6. Consideration of the Annual Accounts of the University and the Audit Report and resolutions thereon, if any;
 7. The consideration of the Annual Financial estimates and/or proposal for supplementary demands and/or the amendments thereto received from the member(s), if any;
 8. Consideration of the reports of the University Accounts Committee and the resolutions thereon;
 9. Consideration of the Annual Report and resolutions thereon, if any;
 10. Consideration of proposal(s) to make, amend or repeal Statute(s), and recommend amendment(s) to the Act, if any;
 11. Any motion for a change in the order of business, provided that such motions shall not affect the order herein above indicated or given priority to any item of business over the items mentioned in (1) to (10) above or any of them;
 12. Consideration of proposals to review current academic programmes and collaborative programmes;
 13. Consideration of proposal(s) to suggest new academic programmes consistent with societal requirements in higher education;

14. Consideration of proposal(s) to suggest measures for improvement and development of University;
15. Consideration of proposal(s) of institution of new degrees, diplomas, certificates and other academic distinctions;
16. Any business and motions of which due notice has been given;

S.475. Rules of Debate :

A member may move a proposal or a resolution on a subject falling within the purview of the Senate.

1. Every proposal shall be moved by the member in whose name it stands, or if he is absent or declines to move, it may be moved by any other member. If the proposal is not moved, it shall automatically be dropped.
2. When more than one resolution are sought to be moved by a member at a meeting of the Senate under any of the items, he shall indicate the order of his choice at the time of giving notices of the resolutions, and no resolution of the second choice shall be allowed to be moved until all resolutions of the first choice have been disposed of. A similar procedure shall be followed in respect of second, third or other choices.

Provided that if no choice is indicated a member at the time of giving notice, the order in which the resolutions appear on the agenda paper shall be taken as the order of his choice.

3. Every motion at a meeting must be seconded; otherwise it shall be dropped. The seconder of a motion may reserve his right to speak.
4. When a motion has been seconded, it shall be so stated by the Chair.
5. When the proposal has thus been 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 the debate, no member rises to speak on the motion, the Chairman shall proceed to put the motion to the vote in the manner mentioned hereinafter.
6. A substantive proposal once brought forward shall not be proposed second time at the same meeting or adjournment thereof.

A proposal substantially identical in part with the one already disposed of may be brought forward at the same meeting or at any adjournment thereof with the omission of such parts.

7. Only one proposal or one amendment thereto shall be placed before the meeting at the same time. Each amendment shall be disposed of before the next is moved. The amendment which is not withdrawn shall be considered and voted upon. In case no notice of amendment has been given, the senate shall at once proceed to consider and to vote on the motion.
8. In a debate a member may move a question but shall not make any speech on the motion, that the question be now put, and unless it shall appear to the Chairman that such motion is an infringement of the rights of reasonable debate, the motion 'that the question be now put' shall be put to the vote forthwith, and decided without amendment or debate.
9. When the motion 'that the question be now put' has been carried, the Chairman shall call upon the mover of the proposal or amendment under consideration to reply.
10. The member of the Senate, save with the permission of the Senate as herein provided, shall speak for more than ten minutes, when proposing a motion or for more than five minutes when proposing an amendment, seconding or speaking on a motion or amendment, or when replying, provided always that the said time limit shall only be operative when the Chairman, either *suo moto* 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 Chairman, shall take the vote of the Senate whether the speaker shall be given a further period of five minutes or not. If the vote of the Senate is in the negative, the speaker shall bring his remarks to a close with such few sentences as the Chairman may at his discretion allow, but shall not otherwise continue to address the Senate. If the vote is in favour of the speaker continuing, he may address the Senate for a further period of five minutes, when the same procedure may be repeated whether or not the Chairman's attention is drawn to the time-limit.
11. On each motion, or motion(s) and amendment in debate, a member may speak once, subject to the above provisions.

12. 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 Chairman may call upon them.
13. Save in the exercise of a right of reply or as otherwise provided, no member shall speak more than once, subject to the provisions of clause (10) of this Statute except with the permission of the Chairman, for the purpose of making a personal explanation, but in such a case no debatable matter shall be brought forward.
14. The mover of a motion may speak a second time, on the conclusion of a debate, by way of reply.
15. The member shall not speak on the motion after the mover has given his reply.
16. The Chairman has the right of moving or seconding a motion or amendment and taking part in the debate.

S.476. Interpellations :

1. A member may ask a question(s) on any matter(s) relating to the affairs of the administration of the University.
2. A member may ask only three questions at the meeting of the Senate. Each question may have only two sub-questions related to the main question.
3. Questions to be asked shall be in the form of request for factual information. It shall be addressed to the Vice-Chancellor and submitted, in writing, to the Registrar at least thirty days before the date fixed for meeting of the Senate.
4. The admissibility of questions shall be determined by the Vice-Chancellor. The question shall not be admitted if, in his opinion, it—
 - a) is not based on factual information;
 - b) is vague or ambiguous;
 - c) involves an argument an inference, an ironical expression or a defamatory statement;
 - d) is of hypothetical character or asks for an expression of opinion or for solution of an abstract legal question or of a hypothetical proposition;

- e) refers to the character, conduct or competence of any person(s) except in his (their) official capacity as connected with the University;
 - f) refers to a matter which is of a confidential nature;
 - g) the answering of which is detrimental to the interests of the University;
 - h) involves compilation of elaborate statement or statistics or expenditure of an unduly excessive amount of time and labour.
5. The decision of the Vice-Chancellor on the inadmissibility of question and the grounds therefor shall be informed to the member; the Vice-Chancellor's decision thereon shall be final and no discussion thereon shall be permitted in the meeting.
 6. Questions judged admissible by the Vice-Chancellor for being answered shall be considered at a meeting of the Management Council which will also prepare the answers to be given to them in the meeting of the Senate.
 7. All questions allowed by the Vice-Chancellor, together with such answers as are ready, shall be sent to the members eight clear days before the date of the meeting.
 8. In the meeting of the Senate, the Vice-Chancellor shall when on the item of questions and answers, 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 immediately to ask not more than two supplementary questions based on each question within the limitations specified by clauses 3 and 4 of the Statute 476 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, however, that it shall be competent for the Vice-Chancellor to disallow a supplementary question without giving any reason, and his/her for decision shall be final.

9. The time allotted for asking and answering of the questions shall not exceed one hour on every day of the meeting of the Senate. However, the meeting shall not be continued on the next day only for answering the remaining questions.

S.477. 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 resolutions, 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 Chairman, 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 part not so disposed of.
5. When an amendment has been moved and seconded, it shall be so stated by 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 a previous amendment.
6. a) Every amendment shall be in such form that it modifies the original proposal on the agenda by any or all of the following methods :
 - i) by addition of words;
 - ii) by deletion of words;
 - iii) by substitution of words.

The mover of the amendment shall state the proposal or the part thereof affected as it would stand when so amended.
- b) An amendment must be relevant to and within the scope of the proposal to which it is proposed.
- c) An amendment which has the effect of an alternative proposal shall not be moved.
7. If any amendment, is carried, it shall become a part of the motion, and the motion shall be modified accordingly.
8. 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 put to vote without further discussion.

9. No motion, shall be withdrawn from the decision of the Senate without its unanimous consent. If the mover expresses his willingness to withdraw a motion or amendment, and if no objection is raised thereto within the time allowed, by the Chairman, the motion shall stand withdrawn with the consent of the meeting.

S.478. Resolving of the Senate into a Committee :

- a) The Senate may, when it thinks fit, resolve itself into a Committee to consider any item which may be on the agenda of business.
- b) A proposal for resolving of meeting of the Senate into a meeting of Committee may be made by any member at any time with the permission of the Chair.
- c) No such proposal shall be considered unless at least twenty members support it by show of hands.
- d) The proposal, then having been duly seconded, shall be put to vote and shall only be carried if two-thirds of the members present vote in its favour.
- e) When the Senate decides to resolve itself into a Committee, the Chairman 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.
- f) The manner in which the discussion of the matter under consideration shall be conducted shall be at the discretion of the Chairman. When, in the opinion of the Chairman, the matter has been sufficiently discussed, the Committee shall incorporate its conclusions in a report to be signed by the Chairman.
- g) 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 Chairman, and the report of the Committee's deliberations shall be presented to the Senate by the Registrar.
- h) If any of the resolutions 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, they

shall not be considered by the Senate until notice of those has been given as required under Statute 470.

- i) 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.

S.479. Voting :

1. On putting any motion to the vote, the Chairman 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. If the votes are actually counted, the number of votes on either side shall also be recorded in the minutes alongwith 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 Statute 475 (10).
3. The Chairman shall thereupon appoint four tellers, and shall give such directions for effecting the Division as he/she shall consider expedient.
4. In every Division only such members as were present at the 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 Chairman 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 Chairman, together with the voting papers in two separate bundles, whereupon the Chairman shall declare the result of the Division to the meeting, and the result shall be recorded in the minutes.
6. If, after a Division has been taken ten members present shall demand a recount, the Chairman shall appoint two or more members to act with the Tellers, who shall report the facts found by them in writing to the Chairman, who shall thereupon declare the result to the meeting, and such declaration shall be recorded in the minutes and shall be conclusive.
7. Pending the recount, the Chairman may, at 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.

S.480. Adjournment and Dissolution :

1. A proposal "that the meeting be now adjourned to some specified time" may be moved at any time as a distinct proposal, but not as an amendment, except on the motion of the Chairman, so as to interrupt a speech. If the motion is carried, the meeting shall be so adjourned. If it is negated, the debate shall resume. The same rule shall apply to a meeting of the Senate in Committee. No amendment shall be moved to such a proposal, except the one for substituting a different time for that to which it is proposed to adjourn the meeting.
2. The Annual meeting of the Senate shall not be adjourned for more than seven days.
3. The adjourned meeting shall be deemed to be in continuation of the preceding meeting.

S.481. The proposal "that the meeting may pass to the next business on the statement" may be made at any time as a distinct proposal but not as an amendment, or not to interrupt a speech. If such a proposal is carried, the motion under consideration and the amendment thereto shall be put to vote, and the meeting shall proceed to take up the next business.

- S.482.**
1. A proposal for the dissolution or for the adjournment of the meeting, or for the suspension of the sitting or to pass to the next business, shall be disposed of before the motion under debate is decided.
 2. When the motion specified in the last preceding clause has been brought forward and negated, no other proposal of an identical nature shall again be brought forward in the same meeting.
 3. The mover of amendment, or, when there is no amendment, the mover of the original resolution, may reply on the debate before it is put to vote. But the mover of a motion, for a dissolution or adjournment, or for a suspension of the sitting, or for passing to the next business on the statement, has no right to reply.

S.483. 1. Any member may call the Chairman'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 Chairman to be vexatious, and any interruption or obstruction to the progress of the business before the Senate, pronounced by the Chairman to be unseemly or unreasonable, shall be deemed a breach of order.

2. The Chairman 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 a call, the Chairman may direct him to sit down and thereupon another member may speak.
3. In the event of any contumacious disregard of a ruling or call to order by the Chairman, he may direct the member so offending to leave the meeting, and on such direction, the member named by the Chairman shall be suspended from his functions as a member during the meeting and shall be bound to withdraw immediately, and in case he doesn't, he shall be compelled to vacate the house.

S.484. 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, for want of time or 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.

S.485. Minutes :

After every meeting the Registrar shall, as early as possible within four weeks, send a copy of the minutes to each member. In the event of receipt of any exception to the correctness of the minutes within four weeks from the date of dispatch of the minutes, the same shall be brought to the notice of the Chairman, who shall take necessary action thereon.

Management Council

(Under Sections 27 and 28 of the Act)

S.486.

The Meeting of the Management Council shall be held on the date(s) determined by the Vice-Chancellor. The Registrar shall issue a notice of the meeting at least fourteen clear days before the date of meeting. The Registrar shall send an agenda of the meeting to the members at least seven clear days prior to the date of the meeting.

Provided that, in case of emergency meeting the period of notice of meeting shall be waived by the Chairman.

Provided further that, in case of any emergency, the item may be taken up for consideration, with the approval of the Chairman, even if the item is not included in the agenda.

- S.487. The Vice-Chancellor, or in his absence, the Pro-Vice-Chancellor if any, or in the absence of both, the members present at the meeting shall elect one their members as the Chairman of the meeting.

Provided that, until the Chairman is elected the Dean or any other member shall preside over the meeting.

- S.488. Quorum of the meeting of the Management Council shall be one-third of sitting members, if there is no quorum at the commencement of a meetings the Chairman shall adjourn the meeting for half an hour, at the end of which he shall continue the adjourned meeting for which no quorum shall be necessary. Such adjournment shall be recorded by the Registrar under the signature of the Chairman.

- S.489. The Management Council may refer any of the subjects within its purview to the relevant Authority/Body of the University. The report of such authority/body shall be considered by the Management Council.

- S.490. The agenda of the Management Council meeting its enclosures and the minutes of the meeting, thereof shall be treated as confidential.

- S.491. The decision of the Management Council shall be recorded in the form of resolutions. Every resolution shall be passed by majority. But it shall not contain the deliberations and discussions. However, any dissent specifically requested by the member(s) for being so recorded, shall be recorded. The minutes of the meeting shall be circulated to the members of the Management Council alongwith the agenda of the succeeding meeting.

- S.492. Immediately after the meeting of the Management Council is concluded the Registrar shall submit the minutes recorded to the Chairman for his approval. On approval of the minutes by the Chairman, the Registrar or concerned officer may proceed with implementation of the said resolutions. The action taken on the resolutions shall be reported to the Management Council in its succeeding meeting(s)

- S.493. The Registrar shall ensure that the action taken on every resolution of the Management Council is duly reported to the Management Council

beyond stating the precise point of order raised, he shall not make a speech. Such a call, pronounced by the Chairman to be vexatious, and any interruption or obstruction to the progress of the business before the Senate, pronounced by the Chairman to be unseemly or unreasonable, shall be deemed a breach of order.

2. The Chairman 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 a call, the Chairman may direct him to sit down and thereupon another member may speak.
3. In the event of any contumacious disregard of a ruling or call to order by the Chairman, he may direct the member so offending to leave the meeting, and on such direction, the member named by the Chairman shall be suspended from his functions as a member during the meeting and shall be bound to withdraw immediately, and in case he doesn't, he shall be compelled to vacate the house.

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Management Council

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Provided that, in case of emergency meeting the period of notice of meeting shall be waived by the Chairman.

Provided further that, in case of any emergency, the item may be taken up for consideration, with the approval of the Chairman, even if the item is not included in the agenda.

- S.487. The Vice-Chancellor, or in his absence, the Pro-Vice-Chancellor if any, or in the absence of both, the members present at the meeting shall elect one their members as the Chairman of the meeting.

Provided that, until the Chairman is elected the Dean or any other member shall preside over the meeting.

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- S.489. The Management Council may refer any of the subjects within its purview to the relevant Authority/Body of the University. The report of such authority/body shall be considered by the Management Council.
- S.490. The agenda of the Management Council meeting its enclosures and the minutes of the meeting, thereof shall be treated as confidential.
- S.491. The decision of the Management Council shall be recorded in the form of resolutions. Every resolution shall be passed by majority. But it shall not contain the deliberations and discussions. However, any dissent specifically requested by the member(s) for being so recorded, shall be recorded. The minutes of the meeting shall be circulated to the members of the Management Council alongwith the agenda of the succeeding meeting.
- S.492.. Immediately after the meeting of the Management Council is concluded the Registrar shall submit the minutes recorded to the Chairman for his approval. On approval of the minutes by the Chairman, the Registrar or concerned officer may proceed with implementation of the said resolutions. The action taken on the resolutions shall be reported to the Management Council in its succeeding meeting(s).
- S.493. 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. In order to ensure proper reporting, the Registrar may adopt suitable administrative measures such as maintaining the register of the items, the resolutions thereon and the nature of action taken.

S.494. The members of the Management Council shall be under obligation to safeguard the interests of the University, and honour the resolutions.

S.495. The Chairman of the meeting of the Management Council shall have right to vote, and in the case of an equality of votes, a second or casting vote.

Statute under Section 27 (1) (n) of the Act, 1994

S.496. Under the provision of Section 27 (1) (n) of the Act, three persons representing the group of Faculties in the order given below shall be elected by the Academic Council from amongst its members on the Management Council :

Group-I 1) Arts

2) Education

3) Fine Arts.

Group-II 1) Science

2) Engineering and Technology

3) Law

Group-III 1) Social Sciences

2) Commerce.

For every term of the Management Council for a period of five years, three Faculties from a group shall be represented at a time in the order given above. A faculty which has been already represented on the Management Council once, shall not be represented again under this Statute unless the remaining faculties have had their turn. The election shall be held in accordance with the procedure laid down in Election Statutes 382 (1) (c), 418 and 419

Academic Council

(Under Sections 29 and 30 of the Act)

S.497. The Academic Council shall meet on the date(s) and time approved by the Vice-Chancellor.

The Registrar shall issue a notice of the meeting, at least twenty-one clear days prior to the day of meeting. He shall send the agenda for the meeting seven clear days before the meeting.

- S.498. In the absence of the Vice-Chancellor and the Pro-Vice-Chancellor, if any, the member elected by the Academic Council shall preside over the meeting. The Dean, according to the order of precedence, shall take the Chair for and until such election only.
- S.499. The business at the meeting of the Academic Council shall be transacted in accordance with the agenda issued for the purpose and the various items placed on the agenda will be considered *seriatim*, unless otherwise decided at the meeting.
- S.500. The decision of the Academic Council shall be recorded in the form of resolution. Every resolution shall be passed by majority. But it shall not contain the deliberations and discussions. However any dissent specifically requested by the member(s) for being so recorded, shall be recorded. The minutes of the meeting shall be circulated to the members of the Academic Council alongwith the agenda of the subsequent meeting.
- Immediately after the meeting of the Academic Council is concluded, the Registrar shall submit the minutes recorded to the Chairman for his approval.
- On approval of the minutes by the Chairman, the Registrar or concerned officer may proceed with implementation of the said resolutions. The action taken on the resolutions shall be reported to the Academic Council in its subsequent meeting(s).
- S.501. 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. In order to ensure proper reporting, the Registrar may adopt suitable administrative measures such as maintaining the register of the items, the resolutions thereof and the nature of action taken.
- S.502. One-third of the sitting members shall constitute the quorum for a meeting of the Academic Council. All items shall be decided by a majority of votes of the members present. No quorum shall be necessary in the case of meeting adjourned for want of quorum.
- S.503. The Chairman at the meeting of the Academic Council shall have a right to vote, and in the case of an equality of votes, a second or casting vote.

Ad-hoc Board

(Under Sections 24 (11) and 41 of the Act)

- S.504. There shall be an Ad-hoc Board in a subject or group of subjects consisting of not more than five persons appointed by the Academic Council. Out of such members, two shall be experts from outside the University. The Ad-hoc Board shall function until such time as the Board of Studies in a particular subject is constituted under sub-section (2) of Section 37 of the Act.
- S.505. The Chairman of the Ad-hoc Board shall be elected in the first meeting by the members from amongst the members present.
- S.506. The tenure of the office of all the members shall be of five years from the date of first meeting.
- S.507. The Ad-hoc Board shall exercise the same powers and perform the same duties as the Board of Studies.
- S.508. The Ad-hoc Board shall follow the same rules of Board of Studies for procedure and conduct of business at meetings.

Board of Inter-disciplinary Studies

(Under Sections 24 (7) and 41 of the Act)

- S.509. There shall be Board of Inter-disciplinary Studies in each faculty. However, on recommendations of the faculty or group of faculties, Academic Council may constitute Board of Inter-disciplinary Studies involving more than one Faculty.
- S.510. The Board of Inter-disciplinary Studies shall consist of —
- a) The Chairman of the Boards of Studies in the respective subjects including Ad-hoc Boards, if any.
 - b) The Heads of University Departments in the respective subjects.
 - c) Two members from each of the Boards of Studies concerned, nominated by the Academic Council. One of the members so nominated shall be a person with specialised knowledge, co-opted on the Board of Studies under Clause (c) of sub-section (3) of Section 37 of the Act, and the other shall be a teacher in the subject concerned.
 - d) One Professor, in the subject or discipline, to be nominated by the Vice-Chancellor.

- e) One Reader, in the subject or discipline, to be nominated by the Vice-Chancellor.
- f) One Lecturer, in the subject or discipline with ten years' teaching experience, to be nominated by the Vice-Chancellor.
- g) One expert in the subject/discipline co-opted by the Board of Inter-disciplinary Studies.
- h) The Chairman shall be elected from amongst the members, at its first meeting.

S.511. The board of Inter-disciplinary Studies shall meet at least once a year. The Meeting of the Board shall be convened by the Chairman. At least ten clear days notice shall be issued by the Chairman.

Multy Faculty Board of Inter-disciplinary Studies

(Sections 24 (11) and 41 of the Act)

S.512. In case the Faculty or Group of Faculties recommends the constitution of Multy Faculty Board of Inter-disciplinary Studies, it shall consists of —

1. Deans of the concerned Faculty.
2. Two of the Chairmans of Board of Studies from each Faculty to be nominated by the Vice-Chancellor, taking into consideration the objectives of such a Multy Faculty Board of Inter-disciplinary Studies.
3. Three eminent experts from subjects other than the subjects of the Chairman of Board of Studies nominated on such a Board as per Sub-clause 2 above, be nominated by the Vice-Chancellor.
4. Three eminent persons one each from Agriculture, Industry and Ser vices to be nominated by the Vice-Chancellor.
5. Two Professors from the University Departments to be nominated by the Vice-Chancellor.
6. The Senior Dean in order of precedence shall be the Chairman of this Board.

S.513. The quorum of the meeting shall be five of the members Board. In case there is no quorum at the commencement of the meeting, the meeting will be adjourned for half an hour, at the end of which he shall continue the adjourned meeting for which no quorum shall be necessary.

- S.514. The Chairman of the meeting of the Board shall have a vote and in the case of an equality of votes, a second or casting vote.
- S.515. The term of office of the members Board shall be co-terminus with the tenure of the respective faculties of Boards of Studies.
- S.516. The Powers and Duties of the Inter-disciplinary Board shall be—
1. to recommend to the Academic Council, projects relating to the Inter-disciplinary subjects;
 2. to make proposals to the Academic Council, for the conduct of inter-disciplinary and area or regional studies;
 3. to recommend to the Academic Council, under a reference to it by the Management Council or by the Academic Council or by the Board of Studies or by the Faculty concerned or otherwise, the course of inter-disciplinary studies;
 4. to recommend to the Academic Council and to the Management Council, projects relating to the inter-disciplinary subjects, which may be useful for industrial, technological, agricultural, social, economic or such other development;
 5. such other matters as may be referred to it and relevant to the subjects of the discipline or the Board of Inter-disciplinary Studies.

Boards of University Teaching and Research

(Under Sections 24 (11) and 41 of the Act)

- S.517. There shall be a Board of University Teaching and Research for each Faculty.

The Board shall consist of the following members, namely :

- i) The Vice-Chancellor, ex-officio Chairman.
- ii) Pro-Vice-Chancellor, if any.
- iii) The Dean of the Faculty.
- iv) The Heads of University Departments in the Faculty, provided that where there are no University Departments in the Faculty, the Vice-Chancellor shall nominate one Head of each Department from the Colleges having Post-graduate teaching and research in the faculty.

- v) One Director/Head of recognised Post-graduate Institutions in the Faculty, nominated by the Academic Council.
- vi) One Professor other than the Head of the Department from the faculty to be nominated by the Vice-Chancellor.
- vii) Three Principals/Head of Recognised Institute having P.G. Teaching Centers in the subject of the Faculty to be nominated by the Vice-Chancellor.
- viii) The Director, Board of College and University Development shall act as Member Secretary of the Board.

S.518. The term of office of members shall be five years.

S.519. Powers and Duties :

1. Subject to the provisions of the Act, the Statutes, Ordinances and Regulations, the Boards of University Teaching and Research shall have the power to control, regulate and co-ordinate post-graduate teaching and training at the post-graduate studies and research, and to inculcate industry-university interactions.
2. In particular, and without prejudice to the generality of the foregoing provisions, the Board shall exercise the following powers and perform the following functions :
 - i) Recommend to the Academic Council the conduct of post-graduate instruction, teaching, training and research in Colleges and Recognised Institutions ;
 - ii) recommend to the Academic Council the requirements regarding post-graduate teachers in the respective subject(s) including the adjunct teacher(s) ;
 - iii) recognise research guides and post-graduate teachers ;
 - iv) determine the programme(s) of instruction, teaching, training and research, and indicate the nature and extent of the work that the recognised teachers may be called upon to undertake;
 - v) exercise the powers of the University in so far as they are related to co-operation and collaboration with other universities, institutions, authorities or organisations; for research and advisory services and for such other purposes; to enter into appropriate arrangements in other universities, institutions, organisations, authorities to conduct certain

courses as the situation may demand; and further, to undertake development programmes in higher education, research consultancy based projects and training programmes for outside agencies by charging fees so as to generate resources;

vi) recommend to the Management Council deputation of teachers from a pool of teachers of the University to supplement teaching in Colleges for improving their standards;

vii) approve subjects for research for various degrees and other requirements for research degrees;

viii) exercise such other powers and perform such other duties as are prescribed by or under this Act, the Statutes, Ordinances and regulations in connection with post-graduate teaching and the research carried out at the University and the post-graduate centers.

S.520. The Board of University Teaching and Research shall ordinarily meet twice a year with eight clear days notice and at other times when convened by the Vice-Chancellor or in his absence Pro-Vice-Chancellor or Dean of the Faculty.

S.521. The Vice-Chancellor or in his absence, the Pro-Vice-Chancellor or Dean of the Faculty shall preside over the meetings of the Board.

The Chairman shall have a vote and in the case of equality of votes, a casting vote.

S.522. The Office of nominated member shall stand vacated by the member ceasing to hold a particular office or designation by virtue of which he is nominated as a member or by the member being absent from three consecutive meetings or by resignation.

Board of Extra Mural Studies

(Under Sections 24 (11) and 41 of the Act)

S.523. There shall be the Board of Extra Mural Studies consisting of the following members :

i) The Vice-Chancellor, ex-officio - Chairman.

ii) The Pro-Vice-Chancellor, if any.

iii) three members nominated by the Vice-Chancellor of whom atleast two shall be residents of rural areas.

- iv) Joint Director of Higher Education.
- v) Three members nominated by the Senate from amongst its members.
- vi) One member representing each Faculty, nominated by the Academic Council from amongst its members.
- vii) Director, Extra Mural Studies if any or Director, Students' Welfare shall act as Member Secretary.

S.524. The term of office of the nominated members shall be five years from the date of first meeting of the Board irrespective of the date on which a member enters upon his office.

S.525. The Board of Extra Mural Studies shall arrange for imparting instruction, outside the regular courses of study prescribed for Degrees and Diplomas by—

- a) holding a popular lectures at the centres within the University areas;
- b) conducting educational camps for school-going children, drop-out children in rural areas and women and youth;
- c) organising inter-disciplinary courses, special vocational courses, popular science courses for students, women, factory workers, youth and various professional groups;
- d) undertaking study-projects with the involvement of local people in rural centres;
- e) organising educative seminars, lecture series and other similar programmes on relevant current issues;
- f) disseminating knowledge about government policies schemes for the cultural, social and economic upliftment of the rural population in the University area;
- g) securing co-operation of many educational organisations, social organisations ready to work towards the common goals of education;
- h) securing co-operation with the N.S.S. and Adult and Continuing Education Advisory Committees, in suitable N.S.S. programme;
- i) organising special vacation courses for students, women, factory workers and various professional groups.

- S.526. The Board of Extra Mural Studies shall print and publish books, notes, booklets on topics of knowledge related to the special courses.
- S.527. The Board shall fix conditions for the admission of participants to the Extra Mural Programmes arranged by it and the payment of fees therefor if any.
- S.528. The Board of Extra Mural Studies shall constitute District Level Committees for effective working at the District level. The composition of such district level committees shall as under:
- i) Chairman to be nominated by the Vice-Chancellor from amongst the members of the Extra Mural Board.
 - ii) Three members, to be nominated by the Extra Mural Board from amongst themselves preferably districtwise.
 - iii) Four Social Workers, to be co-opted by District Committee.
 - iv) The Social Welfare Officer of the concerned Zilla Parishad.
- S.529. The Board and District level Committee shall meet at least once in six months in an academic year.
- S.530. The Board shall meet once in a six months, and at other times, when conveyed by the Vice-Chancellor.
- S.531. The Office of the nominated members shall stand vacated by the member ceasing to hold a particular office or designation by virtue of which he becomes a member or if he remains absent for three consecutive meetings.
- S.532. The third of the members shall constitute a quorum for a meeting of the Board. All items shall be decided by the majority of the votes. No quorum shall be necessary in case of a meeting adjourned for the want of quorum.

Faculties

(Under Sections 33 and 34 of the Act)

- S.533. The University shall have the following Faculties, the University Department, the College Departments, and the subject and group of subject:
- 1) Arts and Fine Arts,
 - 2) Social Sciences,

- 3) Science,
- 4) Law,
- 5) Commerce,
- 6) Education,
- 7) Engineering and Technology,
- 8) Fine Arts, etc.

1. Faculty of Arts

Marathi, Hindi, Kannada, Urdu, Gujarati and Sindhi English, German, French, Portuguese and Russian, Japanese, Spanish, Sanskrit, Ardhamagadhi, Pali and Ababhrāmsha. Latin and Greek. Hebrew, Persian, Arabic and Avesta-Pahlavi, etc.

2. Faculty of Social Sciences

History, Ancient Indian History and Culture, Economics, Political Science, Anthropology, Philosophy, Psychology, Archaeology, Epigraphy, Numismatics, Social Work Education, Sociology, Co-operation, Library Science, Journalism, Defence Studies and Gandhian Thought and Tourism, etc.

3. Faculty of Science

Mathematics, Statistics, Physics, Chemistry, Botany, Zoology, Geology, Geography, Microbiology, Bio-Chemistry, Chemical Technology, Marine Biology and Fisheries, Home Science, Biometry, Polymer Chemistry, Applied Electronics, Plant Protection and Pollution Science, Electronics, Regional Planning and Cartography, Industrial Chemistry, Sericulture, Electronic Science, Environmental Science, Computer Science, etc.

4. Faculty of Law

Personal Law including Hindu, Mohomedan, Parsi and Christian Law, Roman Law, Jurisprudence (Legal Theory), Comparative Law, Constitutional Law, International Law, Conflict of Law, Laws regarding Legislation, Laws of Property and Land Laws including Equity and Easement Contracts, Torts and Criminal Laws and Criminology, Succession Act, Partnership, Sale of Goods and Negotiable Instruments, Company Law, Evidence, Limitation and Arbitration, Labour, Taxation, Insolvency, Insurance, Trust and Bombay Public Trust Act, Trade-marks and Patents, Co-operative and Administrative Laws, Maritime and Air Laws, Drafting, Pleading and Conveyencing, Law relating to Local Self Govt., etc.

5. Faculty of Commerce

COMMERCE

Commerce, Business Organisation, Business Policy, Recent trends in Commerce and Management, Industrial Structure of India, Transport, Industrial Structure and Policy, Foreign Trade in India, Business Finance, Organisations of Industries and Trade, Organised Markets and Transport, Insurance, Advances, Secretarial Practice, etc.

BUSINESS ECONOMICS

Business Economics, Managerial Economics, Indian Economics, Environment, Applied Economics and Development, Organisation of Public Enterprises and Co-operative Enterprises, Co-operation and Rural Development, International Economics, Foreign Trade of India, Banking, etc.

ACCOUNTING

Accountancy and Auditing, Cost Accounting and Actuarial Sciences, Management Accounting, Advanced Accounting, Advanced Costing, Financial and Management Accounting, Financial and Cost Accounting, Accounting, Cost Accounting and Financial Management, Taxation, etc.

MANAGEMENT

Principles of Management, Industrial and Business Administration, Financial Management, Finance Area, Tax Management, Personnel Management, Personnel Area, Marketing Management, Marketing Area, Sales Management, Material Management, Production Management, Production Area, Agricultural Management, Co-operative Management, Public Utility Management, Business Administration, Portfolio Management, Small Enterprise Management, Theory and Practice of Management, Written Analysis and Communication, Bank Management, Organisational Behaviour, etc.

MATHEMATICS, STATISTICS AND QUANTITATIVE TECHNIQUES

Statistics, Quantitative Techniques, Advanced and Statistics, Research Methodology, Research and Teaching Methodology, Mathematics and Statistics for Management.

ENVIRONMENT

Environment Management, Ecology and Natural Resources, Environment Engineering and Energy System, All Papers in the syllabus of Master of Environment Management, etc.

COMPUTER STUDIES

Organisation of Computer, Introduction of Programming, Computer Architecture and Operating, Data Base Management, Data Communication Network, Computer Management, All Papers in syllabus of Master's degree in Computer Management, etc.

LEGAL ASPECTS OF BUSINESS AND MANAGEMENT

Mercantile and Industrial Laws, Corporate Law, Management and Control, Labour Problems and Legislation in India, Legal Aspects of Business, Business Law (for M.M.S.), etc.

6. Faculty of Education

Education, Educational Psychology, Educational Systems, History of Education, Education of Handicapped, Physical Education, Educational Philosophy, Problems of Education, Rural and Urban Education, Educational and Vocational Guidance, etc.

7. Faculty of Engineering and Technology

Structures, Water Resources Engineering, Construction and Management, Geo technical Engineering, Environment, Design Engineering, Power Engineering, Production Engineering, Automobile Engineering, Power Systems, Control Systems, Electrical Mechanics, Electronics, Textile, Chemical Engineering, Architecture, Petro-Chemical Engineering, etc.

8. Faculty of Fine Arts

Painting, Sculpture, Applied Arts, Music, Dramatics, Dance, etc.

- S.534. 1. The Academic Council *suo-moto* or on the recommendations of the faculty/faculties concerned may constitute, divide, combine or abolish the faculty/faculties and shall decide by majority of two-third votes of the members present and voting. Such constitution, division, combination or abolition shall be effective from the date of the assent to the amendment to the Statute by the Chancellor.
2. Notwithstanding anything contained in the foregoing Statutes, when there is no subject existing for being taught, when there is no Boards of Studies incorporating the subject or when there is no faculty comprising the present Board of Studies and/or subjects, the Academic Council *suo-moto* shall constitute the new faculty, the new Boards of Studies and new subjects by a resolution approved by two-third of the members present and voting.

3. The Faculty shall ordinarily meet, at least once a year, on a date approved by the Dean or on requisition of one-thirds of its members, with ten clear days' notice.
4. The Dean, or in his absence, the member elected by the Faculty from amongst its members at that meeting, shall preside over the meeting. Till such person is elected, the person nominated by the Vice-Chancellor from amongst the members shall preside over the meeting for the purpose of conducting the election.
5. The quorum of the meeting shall be One-third of the members of the Faculty. In case there is no quorum for the meeting, the meeting will be adjourned for half an hour.
6. The Chairman of the meeting of the Faculties shall have a vote, and in the case of an equality of votes, a second or a casting vote.

The Chairman shall record the minutes of the meeting and forward the draft minutes to the Registrar for further action.

Board of Studies

(Under Sections 37 and 38 of the Act)

S.535. Under Sub-section (1) of Section 37, there shall be following Boards of Studies in the subjects :

1. Faculty of Arts
 1. Marathi,
 2. Hindi,
 3. Kannada,
 4. English,
 5. Modern Foreign Languages other than English,
 6. Sanskrit,
 7. Persian, Arabic and Urdu,
 8. Ardhamagadhi, Pali and Apabhramsha,
 9. Linguistics,
 10. Latin, Greek, Hebrew and Avesta-Pahlavi,
 11. Gujarati and Sindhi, etc.

2. Faculty of Social Sciences

1. History,
2. Ancient Indian History and Culture, Archaeology, Epigraphy and Numismatics,
3. Economics,
4. Sociology and Anthropology,
5. Political Science,
6. Philosophy,
7. Psychology,
8. Social Work Education, etc.

3. Faculty of Science

1. Mathematics,
2. Physics,
3. Chemistry and Industrial Chemistry
4. Bio-Chemistry,
5. Zoology, Marine Biology and Fisheries,
6. Geography and Meteorology,
7. Geology,
8. Botany and Plant Protection,
9. Home Science,
10. Chemical Technology,
11. Statistics,
12. Microbiology,
13. Electronics and Electronic Sciences,
14. Environmental Science,
15. Agrochemicals and Pest Management,
16. Sericulture,
17. Computer Science, etc.

4. Faculty of Law

1. All subjects in the Faculty of Law.

5. Faculty of Commerce

1. Commerce and Mercantile and Industrial Law.
2. Business Economics, Banking, Mathematics and Statistics.
3. Accountancy and Auditing and Actuarial Science and Cost Accountancy.
4. Business Management.

6. Faculty of Education

1. Education and Educational Psychology.
2. Physical Education.
3. Education Evaluation and Educational Statistics.

7. Faculty of Engineering and Technology

1. Civil Engineering : Civil Engineering, Applied Mechanics, Soil Mechanics, Surveying, Sanitary Engineering, Municipal Engineering, Architecture, Town Planning, Public Health Engineering, Hydraulics, Concrete Technology.
2. Mechanical Engineering : Mechanical Engineering, Production Engineering, Automobile Engineering, Fluid Mechanics and Fluid Power, Industrial Engineering, Metallurgy, Mining, Power Engineering, Machine Design, Heat Transfer and Thermodynamics.
3. Electrical Engineering : Electrical Engineering, Telecommunication Engineering, Electrical Machines, Power Systems, Control Systems, Circuit Theory and Measurements, Electronics.
4. Chemical Engineering,
5. Marine Engineering,
6. Printing Technology,

7. General Engineering : Engineering Mathematics, Engineering Physics, Engineering Chemistry, Engineering Management and Engineering Geology.
8. Computer Science and Engineering,
9. Electronics Engineering,
10. Instrumentation Engineering,
11. Environmental Engineering,
12. Production Engineering,
13. Automobile Engineering,
14. Textile Engineering,
15. Architecture Engineering.
8. Faculty of Fine Arts
Painting Sculpture, Applied Arts, Music, Dramatics, Dance.

S.536. The following University Departments are instituted and mentioned by the University:- Under Section 37 (2) (a) of the Act :

1. Faculty of Arts
1. The Department of English.
 2. The Department of Marathi.
 3. The Department of Foreign Languages.
 4. The Department of Hindi.
2. Faculty of Social Sciences
1. The Department of History.
 2. The Department of Economics.
 3. The Department of Politics.
 4. The Department of Sociology.
 5. The Department of Adult and Continuing Education and Extension work.
 6. The Department of Library and Information Science.
 7. The Department of Journalism and Communication Science.

3. Faculty of Science

1. The Department of Chemistry.
2. The Department of Physics.
3. The Department of Mathematics.
4. The Department of Botany.
5. The Department of Zoology.
6. The Department of Geography.
7. The Department of Statistics.
8. The Department of Geology.
9. The Department of Polymer Science.
10. The Department of Applied Physics.
11. The Department of Computer Science.
12. The Department of Biochemistry.
13. The Department of Environmental Science.
14. The Department of Agrochemicals and Pest Management.
15. The Department of Sericulture.
16. The Department of Industrial Chemistry.
17. The Department of Electronic Sciences.

4. Faculty of Commerce

1. The Department of Commerce and Management.

5. Faculty of Education

1. The Department of Education.

6. Faculty of Fine Arts

1. The Department of Music and Dramatics.

S.537. The following shall be the Departments in the Colleges/Recognised Institutions teaching the subject at the Special, Principal, Major or Main level for the purposes of Boards of Studies under Section 37 (2) (b) of the Act :

College/Recognised Institution Departments	Corresponding Board of Studies
1	2

1. Faculty of Arts

- | | |
|---|--|
| 1. Marathi | Marathi |
| 2. Hindi | Hindi |
| 3. Kannada | Kannada |
| 4. English | English |
| 5. German, French, Portuguese and Russian | Modern Foreign Languages other than English. |
| 6. Sanskrit | Sanskrit. |
| 7. Persian, Arabic and Urdu | * Persian, Arabic and Urdu. |
| 8. Ardhamagadhi, Pali and Apabhramsha | Ardhamagadhi, Pali and Apabhramsha. |
| 9. Linguistics | Linguistics. |
| 10. Latin, Greek, Hebrew and Avesta-Pahlavi | Latin, Greek, Hebrew and Avesta-Pahlavi. |
| 11. Gujarati and Sindhi | Gujarati and Sindhi. |

2. Faculty of Social Sciences

- | | |
|---|---|
| 1. History | History. |
| 2. Ancient Indian History and Culture, Archaeology Epigraphy and Numismatics. | Ancient Indian History and Culture, Archaeology. Epigraphy and Numismatics. |
| 3. Economics | Economics. |
| 4. Sociology and Anthropology | Sociology and Anthropology. |

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|---|---|
| 5. Political Science and Civics
And Public Administration | Political Science. |
| 6. Philosophy and Logic | Philosophy. |
| 7. Psychology. | Psychology. |
| 8. Social Work Education. | Social Work Education. |
| 3. Faculty of Science | |
| 1. Mathematics | Mathematics. |
| 2. Statistics | Statistics. |
| 3. Physics | Physics. |
| 4. Chemistry and Industrial
Chemistry | Chemistry and Industrial
Chemistry |
| 5. Bio-Chemistry | Bio-Chemistry. |
| 6. Zoology, Marine Biology
and Fisheries | Zoology, Marine Biology
and Fisheries. |
| 7. Geology | Geology. |
| 8. Geography and Meteorology. | Geography and
Meteorology. |
| 9. Botany, Plant Protection | Botany. |
| 10. Home Science | Home Science. |
| 11. Chemical Technology | Chemical Technology. |
| 12. Microbiology | Microbiology. |
| 13. Electronics | Electronics. |
| 4. Faculty of Law | |
| 1. Personal Law including Hindu
Mohamedan, Parsi and Roman Law | } Law |
| 2. Jurisprudence, Constitutional Law
International Law, Conflict of Laws
Laws regarding Legislation | |
| 3. Laws of Property and Land Laws including
Equity and Easement. | |
| 4. Contracts, Torts and Criminal Law. | |

5. Faculty of Commerce

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|--|---|--|
| 1. Commerce and Business Organization | } | Commerce and
Mercantile and
Industrial Law |
| 2. Mercantile and Industrial Law | | |
| 3. Insurance | | |
| 4. Business Economic | } | Business Economics
Banking,
Mathematics and
Statistics |
| 5. Banking | | |
| 6. Mathematics | | |
| 7. Statistics | | |
| 8. Accountancy and Auditing,
Actuarial Science, Cost Accountancy | } | Accountancy & Auditing,
Actuarial Science and Cost
Accountancy |
| 9. Business Management :
Management Principles, Business
Environment, Industrial and Business
Administration, Business Administration,
Financial Management Paper-I, Industrial
Management. | | |
| 10. Accounting and Financial Management
(Subjects under this College Deptt.)
Elements of Accounting, Cost Accounting,
Financial Management Paper-II, Tax
Management. | } | Business
Management |
| 11. Personal Management (Subjects under this
College Deptt.) : Personnel Management
Paper-I and II. | | |
| 12. Marketing and Production Management
(Subjects under this College Deptt.,)
Marketing Management, Sales Management,
Materials Management, Production
Management. | | |
| 13. Managerial Economics (Subjects under this
College Deptt.,) : Managerial Economics,
Agricultural Management Paper-I and II,
Co-operative Management, Public Utility
and Management. | | |

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| 6. Faculty of Education | | |
| 1. Education | Education | |
| 2. Educational Psychology | | |
| 3. Physical Education | Physical Education | |
| 7. Faculty of Engineering and Technology | | |
| 1. Public Health Engineering | } | Civil Engineering |
| 2. Hydraulics | | |
| 3. Concrete Technology | | |
| 4. Applied Mechanics | | |
| 5. Soil Mechanics | | |
| 6. Surveying | | |
| 7. Power Engineering | } | Mechanical Engineering |
| 8. Machine Design | | |
| 9. Industrial Engineering or
Production Engineering | | |
| 10. Metallurgy | | |
| 11. Heat Transfer and Thermodynamics | | |
| 12. Fluid Mechanics and Fluid Power | | |
| 13. Electrical Machines | } | Electrical Engineering |
| 14. Power Systems | | |
| 15. Circuit Theory and Measurements | | |
| 16. Electronics | | |
| 17. Control Systems | | |
| 18. Engineering Mathematics | } | General Engineering |
| 19. Engineering Physics | | |
| 20. Engineering Chemistry | | |
| 21. Engineering Management | | |
| 22. Engineering Geology | | |

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|--|---|----------------------------------|
| 23. Electronics Systems | } | Computer Sciences
Engineering |
| 24. Programming Languages | | |
| 25. Computer Hardware | | |
| 26. Computer Software | | |
| 27. Computer Applications | | |
| 28. Information Systems | | |
| 29. Foundations of Computer Sciences | | |
| 30. Analog Circuits and Systems | } | Electronics
Engineering |
| 31. Industrial and Power Electronics | | |
| 32. Electronics Communication | | |
| 33. Electronics Design | | |
| 34. Instrumentation and Measurements | | |
| 35. Computer Engineering | | |
| 36. Digital Systems and Microprocessors | | |
| 37. Digital Signal and Image Processing | | |
| 38. Transducer and Signal Conditioning | } | Instrumentation
Engineering |
| 39. Microprocessor and Applications | | |
| 40. Analytical Instrumentation | | |
| 41. Process Instrumentation | | |
| 42. Electronics Measurements | | |
| 43. Biomedical Instrumentation | | |
| 44. Digital Signal Processing | | |
| 45. Advanced Control Engineering | | |
| 46. Automation | | |
| 47. Atmospheric Science | } | Environmental
Engineering |
| 48. Hazardous Waste Management | | |
| 49. Risk Analysis and Disaster Management | | |
| 50. Ecology and Environmental Sanitation | | |
| 51. Environmental Chemistry and Microbiology | | |
| 52. Water Supply and Treatment | | |
| 53. Waste Water Treatment | | |

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|---|---|---------------------------|
| 54. Heat Power Engineering | } | Production
Engineering |
| 55. Machine Design and Drawing | | |
| 56. Manufacturing Engineering | | |
| 57. Materials Science | | |
| 58. Machine Tool Engineering | | |
| 59. Fluid Power Engineering | | |
| 60. Manufacturing Engineering Services | | |
| 61. Automatic Manufacturing System | | |
| 62. Operation Management | | |
| 63. Heat Power Engineering | } | Automobile
Engineering |
| 64. Fluid power Engineering | | |
| 65. Metallurgy | | |
| 66. Design and Drawing | | |
| 67. Automobile Systems | | |
| 68. Automobile Emission and Pollution | | |
| 69. Mass Transfer Operation | } | Chemical
Engineering |
| 70. Chemical Engineering Thermodynamics
Reaction Engineering | | |
| 71. Chemical Engineering Operation | | |
| 72. Instrumentation and Process Control | | |
| 73. Chemical Experiments and Process Design | | |
| 74. Unit Processes | | |
| 75. Yarn Forming | } | Textile
Engineering |
| 76. Fabric Forming | | |
| 77. Textile Physics and Testing | | |
| 78. Technology of Dyeing | | |
| 79. Technology of Printing | | |
| 80. Manmade Fabric Science | | |
| 81. Textile Machine Maintenance | | |
| 82. Technology of Finishing | | |

83. Design/Environmental Design	}	Architecture Engineering
84. Technology/Engineering		
85. Building Economics		
86. Humanities and History		
87. Earth Sciences		
88. Computer Science/Graphics		
8. Faculty of Fine Arts		
1. Painting	}	Painting, Sculpture,
2. Sculpture		
3. Applied Arts		Applied Arts
4. Music	}	Music
5. Dramatics		
6. Dance		

S.538. The election of the Chairman of the Board of Studies shall be held after it is duly constituted. Till such a Chairman is elected, the Head of the University Department or in his absence the immediate past Chairman of the Board of Studies if he is a member, or in his absence the person nominated by the Vice-Chancellor from amongst the members shall preside over the meeting for the purpose of conducting the election.

The Registrar shall notify, before the election of the Chairman is conducted, that the Board is duly constituted.

S.539. The meeting of the Board of Studies shall be convened by the Chairman or in his absence by the Vice-Chancellor. Unless permitted by the Vice-Chancellor, not more than two meetings of the Board shall be held during one Academic Year. The Chairman shall convene the meeting of the Board on requisition of five members of the Board. At least ten clear days notice of the meeting shall be issued to all the members of the Board.

- S.540. Any two or more Boards may and at the request of the Academic Council or of the Faculty shall meet and act in accordance and render a joint report on any matter which falls within the purview of such Boards. The joint meeting shall be chaired by the Dean of the faculty or by the Dean senior in order of precedence.
- S.541. Any item of business before the Board, at the discretion of the Chairman, or the Vice-Chancellor may be resolved by a Circular. Every such item so resolved shall be placed before the subsequent meeting of the Board for its confirmation.
- S.542.. The Quorum of the meeting shall be one-third of the members of the Boards of Studies. In case there is no quorum for the meeting, the meeting shall be adjourn for half an hour and for such adjourned meeting, the quorum shall not be required.

Institution and Maintenance of the University Departments

(Under Section 51(2) of the Act)

- S.543. On the recommendation of either the Senate or Academic Council through the former, the Management Council shall consider the need of establishing a new Department, and make a report of its findings to the Academic Council and the Senate. The Management Council shall in consultation with the Senate provide or raise funds for the maintenance of the Department.

The Management Council shall examine the need of establishing Hall or Hostels or any incidental accommodation for students and approach the State or Central Government or the University Grants Commission for financial assistance and meet the need on the availability of funds.

Acceptance and Management of Trust Bequests,

Donations and Endowments

(Under Section 51 (12) read with 28 (h) of the Act)

- S.544. All offers of bequests donations and endowments, the management whereof is to be vested in the University, shall be accepted on condition that the annual realisation therefrom shall be subject to

a deduction of ten percent thereof and the amount realised by such annual deduction shall be credited to the Endowment Fund of the University at the commencement of every financial year.

The University shall not accept an endowment, the benefits whereof are sought to be restricted to any caste, creed or community.

Provided that, restrictions pertaining to caste, creed and community shall not apply in the case of an award meant for students belonging to scheduled castes and scheduled tribes.

Provided further that, the minimum endowment amount to be deposited with the University, shall be decided by the University authorities, from time to time.

1. The Management Council shall be the Principal Authority to accept all offers of donations and endowments.
2. The person or the Institution or the trust who gives the donations and endowments shall be entitled for tax exemption as per the Government of India rules, from time to time.

Relation with the University

(Under Section 93 of the Act)

S.545. The relations of the constituent or affiliated Colleges and constituent Recognised or Recognised Institutions with the University shall be as under :

- i) the Affiliated/Conducted/Constituent College or Recognised Institution shall abide by the prescribed rules regarding minimum educational qualifications and the emoluments of different classes of teachers and non-teaching staff;
- ii) the appointment of Principals/Directors and teachers made by any College or Recognised Institution shall be reported to the Management Council for its approval;
- iii) the College or Recognised Institution shall contribute a required quota of recognised teachers in any subject for teaching on behalf of the University, if and when necessary;
- iv) the College or Recognised Institution shall abide by the prescribed rules in respect of libraries, laboratories and equipment for teaching and research and for ensuring co-ordination, if necessary;

- v) in the event of University providing necessary facilities to the College or an Institution with regard to library, laboratory equipment, sports, health, etc., the University may levy contribution and make grants, if any, to them;
- vi) the College or the Recognised Institution shall abide by the prescribed rules with regard to tutorials and other academic work;
- vii) the College or Recognised Institution shall provide all infrastructural facilities for smooth conduct of the University Examinations;
- viii) the services of the teachers and non-teaching staff shall be made available by the College and the Recognised Institution for the smooth conduct of the University Examination.

Convocation

(Under Sections 96 and 98 of the Act)

- S.546. A Convocation for conferring Degrees, Diplomas and Certificates shall be held on the dates to be fixed by the Vice-Chancellor in consultation with the Chancellor. At such Convocation, Dean of each Faculty or in his absence, the member of the Faculty, nominated by the Vice-Chancellor, as the case may be, shall present the persons who have sought admission to the respective Degrees, Diplomas, or Certificates. Such presentation takes place in the order laid down in S.549.
- S.547. In the meeting preceding to the Convocation, the Academic Council shall recommend the names of persons who have sought admission to the Degrees, Diplomas and Certificates to the Management Council. The Management Council shall consider the question of giving assent to confer Degrees, Diplomas and Certificates and to pass the grace at the Convocation upon persons duly qualified for the same, and in accordance with such assent of the Management Council, the grace shall be passed at the Convocation.
- S.548. On the recommendations of the Academic Council under Section 30 (2) (a), Section 28 (n) read with Section 96 (1) of the Act, the Management Council shall institute and confer the following Degrees, Diplomas and Certificates at the Convocation to be held in accordance with the provisions of Section 98 of the Act :

1. Faculty of Arts

1. Doctor of Letters (D.Litt.)
2. Doctor of Philosophy (Ph.D.)

3. Master of Arts (M.A.)
4. Bachelor of Arts (B.A.)
5. Diploma in Teaching English as a Foreign Language (D.T.E.F.L.)
6. Diploma in Modern Foreign Languages (German, French and Russian)
7. Higher Diploma in Russian Language
8. Certificate in Modern Foreign Languages
9. Master of Philosophy (M.Phil.)
10. Diploma Course in Translation in Russian
11. Diploma Course in Sanskrit
12. Certificate Course in Sanskrit
13. Diploma in Hindi Translation
14. Diploma Course in Vyavaharic Marathi.

2. Faculty of Social Sciences

1. Doctor of Letters (D.Litt.)
2. Doctor of Philosophy (Ph.D.)
3. Master of Arts (M.A.)
4. Master of Social Work (M.S.W.)
5. Bachelor of Arts (B.A.)
6. Master's Degree in Library & Information Science (M.L. & I.Sc.)
7. Bachelor's Degree in Library & Information Science (B.L. & I.Sc.)
8. Diploma in Co-operation (Dip. in Co-op.)
9. Post-graduate Diploma in Journalism
10. Certificate in Journalism
11. Degree of Bachelor of Journalism and Communication (B.J.C.)
12. Master of Philosophy (M.Phil.)
13. Master of Public Administration (M.P.A.)
14. Master of Arts in Education
15. Post-Graduate Diploma Course in Tourism (Dip. in Tourism).

3. Faculty of Science

1. Doctor of Science (D.Sc.)
2. Doctor of Philosophy (Ph.D.)
3. Doctor of Philosophy (Technology)(Ph.D. Tech.)
4. Master of Science (M.Sc.)
5. Master of Science (Partly by Papers & Partly by Research) (M.Sc.)
6. Master of Science (Technology)(M.Sc.Tech.)
7. Bachelor of Science (B.Sc.)
8. Bachelor of Science (Technology)(B.Sc.Tech.)
9. Diploma in Marine Biology (Dip.in M.Bio.)
10. Diploma in Mathematics
11. Diploma in Science
12. Master of Philosophy (M.Phil.)
13. Short-term Certificate Course in Operations Research
14. Master of Philosophy (M.Phil.)
15. Certificate Course in Regional Planning
16. Certificate Course in Cartography
17. Master of Science (Theory & Dissertation)
18. Diploma in Computer Programming
19. Diploma in Computer Oriented Statistical Methods
20. Diploma in Operations Research & Industrial Statistics
21. Degree of Master of Computer Applications (M.C.A.)
22. Degree of Master of Science (Environmental Science)
23. Diploma in Computer Application (D.C.A.)
24. Diploma in Pollution Control.

4. Faculty of Law

1. Doctor of Laws (LL.D.)
2. Doctor of Philosophy (Ph.D.)

3. Master of Laws (LL.M.)
4. Bachelor of Laws (LL.B.)
5. Bachelor of Laws (General) (LL.B.(Gen.))
6. Bachelor of Laws (Special) (LL.B.(Spl.))
7. Diploma in Criminology (Dip.in Crim.)
8. Diploma in Income Tax and Sales Tax
9. Diploma in Labour Law
10. Diploma in Insurance Law and Banking Law
11. Diploma in Mercantile Law
12. Diploma in Law of Co-operation
13. Bachelor of Special Laws (B.S.L.).
- 5. Faculty of Commerce**
 1. Doctor of Letters (D.Litt.)
 2. Doctor of Philosophy (Ph.D.)
 3. Master of Commerce (M.Com.)
 4. Master of Business Administration (M.B.A.)
 5. Bachelor of Commerce (B.Com.)
 6. Diploma in Business Management (D.B.M.)
 7. Diploma in Specialized areas of Managements in
 - a) Industrial Relations Management (D.I.R.)
 - b) Financial Management (D.F.M.)
 - c) Production and Material Management (D.P.M.)
 - d) Marketing Management (D.M.M.)
 - e) Management Accounting (D.C.A.)
 - f) Co-operative Management (D.C.M.)
 - g) Agricultural Management (D.A.M.)
 - h) Tax Management (D.T.M.)
 - i) Public Utility Management ((D.P.U.M.)

- j) Diploma Course in Material Management (D.I.M.M.)
- k) Diploma Course in Statistics (D.I.S.)
- l) Diploma Course in Taxation (D.I.T.)
- m) Diploma Course in Taxation Laws (D.I.T.L.)
- n) Diploma Course in Banking (D.I.B.)
- o) Diploma Course in Personal Secretaryship (D.P.S.)
- p) Diploma Course in Office Management (D.O.M.)
- q) Diploma in Public Relations (D.P.R.)
- 8. Master of Philosophy (M.Phil.)
- 9. Master of Management Studies (M.M.S.)
- 10. Diploma in Hospital Management (D.H.M.)
- 11. Diploma in Farm Management (D.F.M.)
- 12. Master of Business Administration (Agricultural Management)
- 13. Diploma in Small Scale Enterprise Management (D.S.M.)
- 14. Diploma in Dairy Management (D.D.M.)
- 15. Bachelor's Degree in Dairy Management (B.D.D.M.)
- 16. Two-Year Master of Personnel Management and Industrial Relations Course.
- 17. One-Year Diploma Course in Personnel Management and Industrial Relations (D.P.M. & I.R.)
- 18. Diploma in Computer Management
- 19. Bachelor of Business Administration (B.B.A.)
- 20. Diploma Course in Portfolio Management
- 21. Master of Computer Management
- 22. Master's Degree Course in Environment Management
- 23. Diploma in Econometrics and Quantitative Techniques
- 24. Bachelor of Commerce (Applied)
 - 1. Computer Applications
 - 2. Dress Making and Fashion Co-ordination
 - 3. Catering and Hotel Management
 - 4. Secretarial Practice and Office Administration.

6. Faculty of Education

1. Doctor of Letters (D.Litt.)
2. Doctor of Philosophy (Ph.D.)
3. Master of Education (M.Ed.)
4. Master's Degree in Physical Education (M.P.Ed.)
5. Bachelor of Education (B.Ed.)
6. Bachelor of Arts and Bachelor of Education (Special) (B.A.,B.Ed.(Spl.))
7. Bachelor of Physical Education (B.P.Ed.)
8. Post-Graduate Diploma in Physical Education
9. Diploma in Education (Dip. Ed.)
10. Diploma in Teaching (T.D.)
11. Diploma in Higher Education
12. Diploma in Higher Education (D.H.E.) (by Correspondence)
13. Certificate in Physical Education
14. Master of Philosophy (M.Phil.)
15. Diploma in Adult Education for Supervisors
16. Diploma Course for Head Masters of Primary and Secondary Teachers
17. Diploma Course in Research Methodology
18. Three Year Degree Course i.e. Bachelor of Science (Physical Education, Health Education & Sports)
19. Diploma in Adult Education
20. Diploma in Population Education
21. Diploma in Communication, Research and Management Technology in Education fully residential course
22. Diploma in Vocational Guidance and Councelling
23. Diploma Course in Pre-Primary Training
24. Degree Course in Yoga Studies
25. Certificate Course in Yoga
26. Higher Diploma in Instructional Systems/Technology

7. Faculty of Engineering and Technology

1. Doctor of Science (D.Sc.)
2. Doctor of Philosophy (Ph.D.)
3. Master of Engineering (M.E.)
4. Master of Science (Engineering) M.Sc.(Engg.)
5. Bachelor of Engineering (B.E.)
6. Bachelor of Architecture (B.Arch.)
7. Certificate Course in Computer Programming and System Analysis
8. Diploma in Computer Science.
9. Bachelor of Textile Engineering (B.Text.)
10. Degree of Master of Engineering by Research (M.E.by Research.)
11. Degree in M.Text. (By Research)
12. Degree of Master of Computer Applications (M.C.A.)
13. Master of Textiles (M.Text.).

8. Faculty of Fine Arts

1. Bachelor of Fine Arts (B.F.A.)
2. Diploma Course in Classical Music
3. Diploma in Sugam Sangeet
4. Master of Fine Arts (Music)
5. Certificate Course in Dramatics (Certi. Dramatics)
6. Diploma Course in Dramatics (Dip. Dramatics)
7. Diploma Course in Portrait/Composition/Landscape
8. Degree of Bachelor of Fine Arts (Dramatics)
9. Diploma in Instrumental Music :
 1. Sitar
 2. Tabala
 3. Harmonium.

Precedence**Amongst the members of Management Council and Academic Council**

- S.549. The Vice-Chancellor, Pro-Vice-Chancellor, the Deans of Faculties of Arts, Social Sciences, Science, Law, Commerce, Education, Engineering and Technology and Fine Arts, Chancellor's Nominee on the Management Council the Secretary, Higher Education, the Director of Technical Education, Director of Higher Education, Head or Director of University Departments or University Institutions on the Management Council, the Director, Board of College and University Development, Principal on Management Council, University Teacher on Management Council, teachers of the affiliated Colleges on Management Council, person on Management Council who is not a Dean, Head or Director of University Department, Principal, teacher of student member, persons elected by the Academic Council on the Management Council and the members of the Academic Council as per alphabetical order of their surname.

University Board of Sports and Physical Culture

(Under Sections 24 (11) and 41 of the Act)

- S.550. The objects of the Board are
1. To promote, organise and control the sports, games and physical culture in the University area;
 2. To inculcate and enhance the spirit of true sportsmanship;
 3. To undertake and conduct University and Inter-University and such other types of sports and tournaments.

Constitution

- S.551. The University Board of Sports and Physical Culture shall consist of the following :
- i) The Vice-Chancellor (Chairman)
 - ii) Two experts in the field of sports and physical culture to be nominated by the Vice-Chancellor.
 - iii) Chairmen, each of the Zonal Councils.
 - iv) Two members of the Management Council nominated by the Management Council.
 - v) The Director of Students' Welfare.

- vi) Two representatives of Directors of Physical Education nominated by the Vice-Chancellor by rotation on the basis of seniority of Colleges.
- vii) The Director of Sports shall be the Member Secretary.

The term of office of the nominated members shall be five years.

They will however, be eligible for renomination.

Meetings

- S.552.
1. The Board of Sports and Physical Culture shall meet at least twice in a year and may meet as often as required if necessary.
 2. The meeting of the Board will be convened by the Vice-Chancellor.
 3. Seven days notice shall ordinarily be required to be given for the meetings of the Board.
 4. Five members shall constitute the quorum.
 5. A meeting adjourned for want of a quorum may be held after half an hour of the scheduled meeting. No quorum shall be necessary for the adjourned meeting.
 6. The procedure for the conduct of the meeting shall be the same as that laid down for the meetings of the Management Council.

Powers and Functions

- S.553. The powers and functions of the Board shall be :
1. To frame rules for the control and conduct of various sports, games and tournaments;
 2. To plan and prepare programmes under the N.S.O. and circulate them to the Colleges.
 3. To prepare and present to the Management Council the Annual Budget of the Board of Sports and Physical Culture and the N.S.O.
 4. To allot funds to various Zonal Councils, Committees and subcommittees.
 5. To make arrangements for the purchase of materials and other necessary equipment, to secure grounds and other appendages in order to ensure the proper discharge of its functions and for the fulfilment of its objectives.

6. To organise coaching camps with a view to raise the standards of sports in general and increase the calibre of sportsmen in particular.
7. To decide in which games, sports and tournaments the University should participate in the Inter University tournaments.
8. To select players for the various teams for participation in Inter-University tournament.
9. To appoint whenever necessary committees and Sub-Committees.
10. To organise and conduct University and Inter-University sports and meets.
11. To incur expenditure within the frame-work of the sanctioned budget.
12. To institute and receive Prizes and Trophies and to receive donations for the purpose.
13. To settle disputes referred to it.

Provided that an appeal shall lie to the anagement Council inrespect of the terpretation of the rules, regulations (bye laws); respect of Sports. The decision of the Management Council shall be final.

14. The University shall collect such amount, which will be decided by the University, from time to time, per year per student borne on the rolls of each College, Recognised Institution and of the University as on the 1st day of August of the year concerned for the purpose of organising sports at Zonal, Inter-Zonal and University levels. The contribution thus collected shall reach the University Office by the 15th day of August and in any case not later than the 31st day of August of the year concerned.
15. Generally, to do every thing except enter into financial commitments, for the promotion of sports and physical culture within the jurisdiction of the University and to advise the University in all matters pertaining to sports and physical culture.
16. To nominate if necessary, Secretary for the Board.
17. To nominate team Managers, Selection Committees and Coaches for the teams which are participating in the Inter-University tournaments.

Zonal Council

- S.554. There shall be a Zonal Council, one for each of the districts.
- S.555. The Zonal Council shall consist of the Principals of all Colleges within the jurisdiction of the District, or their nominees who shall be either the Vice-Principal or the Chairman of the College Gymkhana or the Director of Physical Education and the Chairman of each Post-graduate Teaching Centre in the District, or their nominees.
- S.556. The Secretary of the University Board of Sports and Physical Culture if nominated shall be an ex-officio members of the Zonal Council, with the right to participate in its deliberations. He shall, however, not have the right to vote at meetings.
- S.557. The Principal of the College which is to play the host for that year shall be the Chairman of the Zonal Council.
- S.558. The Chairman of the Zonal Council shall have the power to nominate the Secretary, Auditor and Treasurer of the Zonal Council.
- S.559. Every Zonal Council shall meet once in every term and whenever necessary on such days and at such time and place as may be fixed by the Chairman.
- S.560. The Chairman shall preside over all the meetings and in his absence the members present shall elect a Chairman for the meeting from amongst themselves.
- S.561. Seven days notice shall ordinarily be required to be given for the meetings of the Zonal Council.
- S.562. The procedure for the conduct of the meetings shall be same as that for the University Board of Sports and Physical Culture.

One-half of the total members of the Zonal Council shall form the quorum for the meeting.

A meeting adjourned for want of quorum may be held after half an hour of the scheduled meeting. No quorum shall be necessary for the adjourned meeting.

- S.563. All Zonal Sports shall be conducted by the Zonal Council.

It shall be the responsibility of Colleges to conduct Zonal sports by rotation in accordance with the seniority of the College. The seniority of the College will be decided by the date of its establishment.

- S.564. The powers and functions of the Zonal Council shall be :
1. To organise and conduct Zonal Sports.
 2. To frame rules for the conduct of Zonal Sports. Such rules shall be complimentary to rules framed by the University Board of sports and Physical Culture.
 3. To receive financial help and donations from the public for the conduct of Zonal Sports.
 4. To institute or receive prizes and trophies for the various Zonal Sports and games.
 5. To select and coach, teams and athletes for participation in sports at the University level.
 6. To finalise and pass the accounts of the Zonal Council including those of the Zonal Sports and forward them to the University Board of Sports and Physical Culture before the 28th day of February of the concerned year.
 7. To draw up the programme of sports for the year in conformity with such programme fixed by the University Board of Sports and Physical Culture.
 8. To appoint, when necessary, Sub-committees for the conduct of Zonal sports and to delegate powers to them.
 9. To settle disputes between colleges in respect of matters within the purview and jurisdiction of the Zonal Council. An appeal against the decision of the Zonal Council shall lie with the University Board of Sports and Physical Culture and its decision shall be final. The decision of referees or umpires on points of facts shall be final at all stages.
- S.565. Colleges not paying the amounts of fees or *pro-rata* contributions within the stipulated time shall not be allowed to participate in the Zonal Sports.
- S.566. All expenditure for organising sports at the Inter-Zonal level in respect of payment of travelling allowances and daily allowances to competitors participating in the sports, preparation of sports grounds, payments to umpires/referees; purchase of required sports material and any other expenditure determined as permissible by the University shall be borne by the University.

- S.567. All expenditure incurred for the purpose of conducting sports at the Zonal level in respect of preparation of grounds, payment to referees and umpires, cost of material and any other expenditure determined as permissible by the University shall be borne by the University in accordance with the ceiling laid down. The expenditure determined as permissible by the University shall be borne by the University in accordance with the ceiling laid down. The expenses on account of the contesting teams such as expenses of sending teams, their boarding and lodging charges and other similar expenditure at the place of the zonal competitions shall be borne equally by the colleges concerned. The entire expenditure on account of travelling and daily allowances of athletes at Zonal level shall be borne by the colleges concerned. Disputes or differences of opinion in regard to interpretation and/or calculations shall be referred to the Zonal Council, whose decision shall be final and binding.
- S.568. Any misbehaviour on the part of colleges, teams or individual sportsman is liable to be punished by the Zonal Council. The Zonal Council shall recommend suitable punishment in each case and the University Board of Sports and Physical Culture may finally accept, reject, enhance or modify the same.

University Information Bureau

(Under Sections 24 (11) and 41 of the Act)

- S.569. The University Information Bureau shall consist of following members :
1. Vice-Chancellor - Chairman
 2. All Deans of Faculties
 3. Two Members of Management Council to be nominated by Management Council.
 4. N.S.S.Co-ordinator
 5. Director of Students' Welfare - Member Secretary.
- S.570. Members of the Bureau, other than ex-officio, shall hold office for five years and the Management Council shall make appointments to fill up temporary vacancies, caused by death, resignation or from any other cause whatsoever. A member on retirement shall be eligible for reappointment.
- S.571. The Bureau shall meet at least once in every term and at other times when convened by the Vice-Chancellor.

- S.572. The Vice-Chancellor shall preside at all meetings of the Bureau and in his absence, the Dean Faculty of Arts shall preside over the meeting. Three members shall form the quorum for a meeting of the Bureau. No quorum shall be necessary in the case of a meeting adjourned for want of a quorum. If there is no quorum at the commencement of the scheduled meeting, the adjournment should be recorded by the Secretary under the signature of the Chairman and the adjourned meeting shall be held after half an hour.
- S.573. The functions of the Bureau shall be :
- a) to collect and furnish information in regard to Indian and foreign Universities, other educational institutions, training centres and industrial works;
 - b) to correspond with Indian and foreign Universities, other educational institutions, training centres and industrial works with a view to placing Indian students in suitable conditions of study and/or training in those Universities, Institutions, Centres or Works;
 - c) to advise students and give them such other help as may be possible;
 - d) to keep in constant touch with the work of the office and with the applications and inquiries received by the office from students, Indian and foreign Universities, other educational institutions and training centres or industrial works, from time to time.
- S.574. 1. The Bureau shall have the power to correspond directly with such Universities, Institutions and persons as agreed to such direct correspondence.
2. The Bureau shall have the power to take a deposit from any person or applicant who desires expenditure to be incurred on his behalf, or who wishes books, pamphlets etc. from the Bureau to be issued to him.
3. Wherever necessary, the Bureau shall correspond on behalf of applicants. But the cost of dispatching applications for admission, leadership etc by air mail shall be borne by the applicant. The cost of sending fax, E-mail, if any, should be borne by the applicant or the person on whose behalf they are sent.
4. The Bureau shall have the power to conduct and manage, on behalf of recognised or approved Universities and Institutions,

examination which may facilitate the admission of Indian students to those Universities and Institutions or may aid Indian students in obtaining qualifications in such Universities or Institutions.

5. The Bureau shall have the power to refuse to forward any application for reasons deemed sufficient by it, any shall not be bound to give the reasons of such refusal to the applicant concerned.

S.575. The Bureau shall charge a fee of Rs. 10/- to every student who is not or has not been studying in a College or other Institution affiliated to this University and who applies for information or submits through it an application for admission scholarships, etc., to an Indian or Foreign University, other Educational Institutions, Training Centres or Industrial Works.

The Employment Bureau

(Under Sections 24 (11) and 41 of the Act)

S.576. The Employment Bureau shall consist of :

- i) The Vice-Chancellor, Ex-officio Chairman,
- ii) The Director of Employment or his nominee not below the rank of Deputy Director of Employment.
- iii) The Director of Students' Welfare.
- iv) Eight other members nominated by the Vice-Chancellor of whom atleast four shall be connected with Chambers of Commerce and Industries.

S.577. The members of the Bureau shall hold office for three years.

S.578. The Bureau shall meet at least once in each term and at other times when convened by the Vice-Chancellor.

S.579. The Vice-Chancellor shall preside over the meetings of the Bureau, and in his absence, the members shall elect their own Chairman. Five members shall form a quorum for a meeting of the Bureau. No quorum shall be necessary in the case of a meeting adjourned for want of a quorum.

If there is no quorum at the commencement of the scheduled meeting, the adjournment should be recorded by the Registrar or his representative under the signature of the Chairman and the adjourned meeting shall be held after half an hour.

S.580. The functions of the Bureau shall be :

1. To select apprentices for practical training both technical and non-technical in firms and industrial concerns;
2. To recommend to the firms, colleges, university etc. names of suitable candidates for appointments when requested;
3. To establish liaison with employers;
4. To prepare database of possible openings and supplying information to graduates and under-graduates regarding the careers open to them;
5. To advise students preparing for various competitive examinations, to supply them with particulars of such examinations, and, if necessary, to organise their training and to organise from time to time courses of lectures by competent persons.

N.S.S. and N.C.C. Board

(Under Sections 24 (11) and 41 of the Act)

S.581. The University Board of N.S.S. and N.C.C. shall consist of :

- i) The Vice-Chancellor - Chairman.
- ii) The Head of N.S.S. Unit, Tata Institute of Social Sciences, Mumbai.
- iii) Eight members nominated by the Vice-Chancellor—two from amongst the members of the Board of Sports and Physical Culture, two from the Board of Extra-Mural Studies, two experts on N.C.C. and two members of the Management Council.
- iv) The Director of Students' Welfare - Secretary.

S.582. Members of the Board other than Ex-officio members, shall hold office for three years. Any casual vacancy caused by death, resignation or member ceasing to hold a particular designation, by virtue of which he became a member shall be filled up by the Management Council by nomination. A member so nominated shall hold office for the unexpired part of the term of office of the original member whose place he occupies.

S.583. The Board shall meet ordinarily once in six months and at other times whenever convened by the Chairman. Five members shall form the quorum of a meeting of the Board.

If there is no quorum at the commencement of the scheduled meeting, the adjournment should be recorded by the Registrar or his representative under the signature of the Chairman and the adjourned meeting shall be held after half an hour. No quorum shall be necessary in the case of a meeting adjourned for want of a quorum.

S.584. The Vice-Chancellor shall preside over the meetings of the Board and in his absence, the members present shall elect the Chairman for the meeting from amongst themselves.

S.585. The functions of the Board shall be :

- a) to plan and prepare programme under NSS and NCC and circulate them to the Colleges;
- b) to supervise, guide and control the various schemes undertaken by the Colleges;
- c) to evaluate the work done by the Colleges under these schemes and to submit a report to the Management Council for its consideration;
- d) to prepare budget and to finalise the disbursement of the amount received as grants to the NSS and NCC schemes of various Colleges;
- e) to organise various types of camps at the University level;
- f) to pool up resources for providing facilities to the Colleges under the schemes;
- g) to select teachers and senior students for training for the implementation of various activities under NSS and NCC;
- h) to make available Government experts in various schemes undertaken by the Colleges; and
- i) any other matter referred to it by the Management Council.

**Acceptance for transfer of movable
and immovable property to the University**

(Under Section 51 (12) of the Act)

S.586. All offers of transfer of movable and immovable property to the University shall be accepted subject to approval of the Management Council and subject to the conditions :

- a) that the title of the donor on such property is legally enforceable and that the property is free from incumbrances and liabilities;
- b) That the current market value of such property, in the opinion of the Management Council, is sufficient to provide for the purpose, if any, for which the transfer is intended to be made;
- c) that the benefits attendant and incidental to such transfer shall not be restricted to any race, creed, religion, caste, community or region provided that in the case of scheduled tribes or scheduled castes this condition will not apply.

Provided that, the Vice-Chancellor may with prior concurrence of the Management Council lay down such other conditions as he may deem necessary in case of each offer of the transfer.

Transfer of Affiliated College/Recognised Institution

(Under Section 51 (16) of the Act)

S.587. In case the management of an affiliated College is to be transferred to another Management the following procedure shall be followed :

1. The Society desirous of transferring the management of its College/Recognised Institution, to another Society shall apply to the University giving details with regard to :
 - a) the reasons for transferring the management of the College;
 - b) the consent of the Body for accepting the transfer of the management. The transferee should be a body duly constituted and registered under the Societies Registration Act, 1860 and/or the Bombay Public Trust Act, 1950;
 - c) A copy of the Constitution of the Body together with the Statement of its financial resources so as to prove that the Body would be in a position to provide finances for the continued maintenance of the College together with all existing liabilities;
 - d) Charity Commissioner's consent for such a transfer;
 - e) The transferee shall furnish the details of the assets and liabilities of the College to be transferred and the conditions thereof.

2. On receipt of the application complete in all respects the Management Council shall appoint an Enquiry Committee. On consideration of the recommendations of the Enquiry Committee, the Academic Council shall take a decision and recommend to the Government.

Enrolment of Students for Post-graduate

(Under Section 94 the Act)

- S.588.** No affiliated College or Recognised Institution shall be permitted to enrol students for courses leading to Post-graduate (Degree/Diploma) and Post-Master's Degree/Diploma in any subject unless it satisfies the Management Council that :
- a) there is need for Post-graduate/Post-Master's studies in any subject or subjects at the centre;
 - b) it possesses an adequately equipped library and/or laboratory providing the necessary facilities in the subjects;
 - c) it has, on its staff, such number of teachers recognised by the University for this purpose as may be determined by the University from time to time.
 - d) it gives an undertaking to the University that the course for Post-graduate and Post-Master's teaching shall be conducted at least for a period of 5 years.
- S.589.** Application received for this purpose shall be considered by the Board of University Teaching and Research. Before granting the permission, the Board of University Teaching and Research may call for any information for the purpose of satisfying itself in respect of the matters mentioned above and such other matters as may be deemed necessary and relevant and shall cause such affiliated Colleges or Recognised Institutions to be inspected by a Committee appointed by it for this purpose.

On receipt of the report the Board of University Teaching and Research shall record its opinion thereon. The report shall then be placed before Board of College and University Development. The Director, Board of College and University Development shall then place the matter before the Management Council for its approval. The Management Council may refuse or grant approval in respect of such subjects and for such period as may be specified.

- S.590. Affiliated Colleges and Recognised Institutions for this purpose shall charge and recover an amount of Rs.50/- as Registration Fee from each student admitted. The names of all such students shall be sent to the University alongwith the Registration Fee collected within the prescribed period.
- S.591. Affiliated Colleges and Recognised Institutions for this purpose shall report forthwith to the Management Council for its approval all changes made by them in their teaching staff and other relevant matters.
- S.592. The Management Council shall arrange for periodical inspection of such Colleges and Institutions.

**AUTONOMOUS COLLEGE/RECOGNISED INSTITUTION/
UNIVERSITY DEPARTMENT/UNIVERSITY INSTITUTION**

(Under Section 89 of the Act)

- S.593. 1. When the system of affiliating Colleges to State Universities was designed, the number of Colleges and the Universities were very small and Universities could supervise the working of the affiliated Colleges very easily. The Universities were acting as examining body and awarding the degrees on behalf of the Colleges. The Colleges looked towards the Universities for any change in the education system and curricula. The academic decision also need quicker pace for making the innovations and designing curricula methods more relevant to the areas in which an institution works.

Due to the phenomenal growth of higher education it has become difficult to keep pace with the requirement of the society. The present affiliating system does not allow the required freedom to the College to meet the demands cast upon them. The existence of large number of affiliated Colleges in the universities, has become a drag on the process of modernisation and improvement of standards. Because of the compulsion to prescribe an identical curricula, teaching system and examination system for all affiliated Colleges and the compulsion to set standards which are attainable by even the weak Colleges, the prescription of the universities tends to keep standards low. The Colleges which have the potential to implement an academic programme to higher standards do not have the freedom to conduct such courses or teaching system or examining system. The decision for bringing about innovation and their implementation can be taken quickly in the smaller body.

The various Education Commissions have also recommended that the University departments, Colleges and teachers should enjoy the full academic freedom in development of curricula, teaching methods and conduct of examination. The Education Commissions recommended autonomy for Colleges. This recommendation is also reiterated in the National Policy on Education, 1986 and revised in 1992.

2. Objectives of Autonomy

An autonomous College shall have the freedom to—

- a) determine and prescribe its own course(s) of study and syllabi;
- b) prescribe rules of admission, subject to Government norms;
- c) evolve methods of evaluation and conduct examinations; and
- d) evolve new course(s)/subject(s) as per the requirements of the region society and or Industry.

[Note : Autonomous College shall mean and include affiliated, conducted and or constituent College.]

The autonomy shall be a means to achieve higher standards and greater creativity in the future. An Autonomous College/Recognised Institutions/University Department/University Institution shall be fully accountable for the content and quality of education that it imparts and shall be responsible for evaluation of the students for awards of Degree, Diploma and Certificates which will be accepted by the parent University.

- S.594. The autonomous status may be conferred on the College/Recognised Institution/University Department/University Institution which has a standing of more than ten years and which is permanently affiliated or recognised and satisfies other norms and conditions of autonomy prescribed, by the University Grants Commission and University, from time to time.
- S.595. The College/Recognised Institution/University Department/University Institution desirous of having autonomous status shall apply to the Registrar, in the prescribed form, accompanied by fees as may be prescribed by the University, from time to time. (Appendix-V)
- S.596. The Board of College and University Development may constitute a Committee to scrutinise the applications received. The report of the Scrutiny Committee shall be placed before the Board for its

consideration. After careful consideration of the report, the Board shall recommend the cases of such College/Recognised Institution/University Department/University Institution to the Academic Council for its consideration.

- S.597. The Academic Council after the consideration of the recommendations of the Board of College and University Development shall constitute the Local Inquiry Committee.

The Local Inquiry Committee shall consist of :

- a) One nominee of the Vice-Chancellor (Chairman)
- b) One nominee of the U.G.C./A.I.C.T.E. etc. as the case may be.
- c) One nominee of the Maharashtra State Council of Higher Education.
- d) Two experts to be nominated by the Academic Council.
- e) The Director of Higher Education/Technical Education, as the case may be, or his nominee not below the rank of the Joint Director/Professor.
- f) One Principal/Director/Head of the Autonomous College/Recognised Institution/University Department/University Institution, as the case may be, if any.

The Local Enquiry Committee shall consider the recommendations of the Board of College and University Development and shall visit the College/Recognised Institution/University Department/University Institution.

Provided that, due notice of the visit of the Committee to the College/Recognised Institution/University Department/University Institution shall be given by the Director, Board of College and University Development.

- S.598. The Committee shall, *inter alia*, apply the following criteria in examining the application and in making its report thereon :

- a) Whether the College/Recognised Institution/University Department/University Institution provides facilities for the pursuit of excellence and academically suitable climate of scholarship in terms of curriculum and curricular performance of students.
- b) Whether it has the reputation of having high standards and has consistent good record of performance of students at the University examinations, for preceding five years.

- c) Whether the faculty members have attained reputation, in terms of good academic qualifications, performance in teaching, research, research publications and extension activities.
- d) Whether it admits students on the basis of merit, in accordance with the criteria laid down by the Act.
- e) Whether it has an academically viable and administratively feasible student population.
- f) Whether the reservation of seats for the students, belonging to the reserved categories, is as per the norms prescribed by the Government.
- g) Whether it has adequate physical facilities in the form of buildings, library, laboratories, equipments, gymkhana, etc. of its own, or access to central resources.
- h) Whether it provides the administrative set up and the pattern of governance involving the faculty which are conducive to academic innovations and development.
- i) Whether the College/Recognised Institution/University Department/University Institution and their Management/the University as the case may be has made sufficient provision of financial resources so as to enable it to meet its responsibilities as an Autonomous College/Recognised Institution/University Department/University Institution and whether it has continuous access for financial resources to provide for further development, and
- j) Such other matters as may be deemed necessary for meeting the aims and objectives of an autonomous institution.

S.599. The report of the Local Inquiry Committee shall be placed before the Academic Council for its considerations. After careful consideration of the report, the Academic Council shall recommend the same to the Management Council.

S.600. The application, the report of the Local Inquiry Committee and the recommendations of the Academic Council shall be placed before the Management Council. The Management Council shall consider them and record its decision, whether autonomous status be conferred on the applicant College/Recognised Institution/University Department/University Institution or whether the application be rejected. If the Management Council resolves to confer the autonomous status, it shall

record the same with the conditions, if any, subject to which the autonomous status be conferred.

- S.601.
1. If the Academic Council or the Management Council decides to reject the application, the Registrar shall inform the applicant about the same.
 2. If the Government, the University Grants Commission and/or the Chancellor does not concur with the proposal of autonomy, the Registrar shall communicate the decision, to the applicant College/Recognised Institution/University Department/University Institution.
 3. Once the application is rejected, the University shall ordinarily not entertain fresh application of the said College/Recognised Institution/University Department/University Institution before the expiry of three years from the date of rejection of such application.
 4. Once the application is rejected by the University, the reasons therefor shall be communicated to the applicant, alongwith the refund of 25% of the fees paid to the University.
- S.602.
1. The Registrar shall send the proposal alongwith the application, report of the committee and recommendations of the Academic Council and the Management Council to the Government.
 2. After getting the concurrence of the Government, University shall submit the proposal to the University Grants Commission for its final approval. While sending the proposal to the University Grants Commission, University shall submit all the relevant documents such as recommendations of Academic Council, Management Council and the copy of the letter issued by the Government giving its concurrence.
 3. The University Grants Commission after due scurtiny of the proposal received from the University shall constitute a Committee. The Committee after visiting the College/Recognised Institution/University Department/University Institution shall submit its report to the University Grants Commission. After due consideration of the report, the University Grants Commission shall decide whether autonomous status is to be conferred on the College/Recognised Institution/University Department/University Institution or otherwise.

4. The Registrar shall, after the concurrence of the Government and the University Grants Commission, send the said proposal to the Chancellor, for his approval.
- S.603. On receipt of approval of the Chancellor, the Registrar shall notify and communicate that the autonomous status is conferred on the College/Recognised Institution/University Department/University Institution, subject to the conditions, if any. The autonomous status shall be conferred as a whole and from the date of the University notification.
- S.604. The autonomous status shall be conferred on the College/Recognised Institution/University Department/University Institution initially for a period of five years at a time. The same may be extended for a further period of five years, subject to procedure prescribed in Statutes 598 and 600, *mutatis-mutandis*, for such extension.
- S.605.
1. The Autonomous College/Recognised Institution/University Department or University Institution shall evolve appropriate mechanism to evaluate the academic performance, improvement in standards and to see how best it has achieved the autonomy.
 2.
 - a) Autonomous College/Recognised Institution/University Department/University Institution shall, every year evolve the mechanism for selfevaluation. The detail procedure such as the constitution of the Committee, terms of reference to the Committee etc. shall be decided by the Academic Council.
 - b) The report of the Selfevaluation Committee shall be placed before the Academic Board and then to the Board of Management.
 3. In addition to selfevaluation, there shall be two external evaluations, namely one after completion of three years and second after completion of five years.

The external evaluation after five years shall determine the continuance or otherwise of the autonomous status.
 4. The constitution of the review Committee for external evaluation shall be :
 - i) Nominee of the Vice-Chancellor - Chairman
 - ii) Nominee of the State Council fo Higher Education
 - iii) Nominee of the University Grants Commission
 - iv) Two experts from outside the State to be nominated by the University.

S.606. The Autonomous College/Recognised Institution/University Department/University Institution, subject to overall guidelines of the University and the University Grants Commission, shall—

- a) frame, determine and prescribe its own courses of studies and syllabii for the course(s), subject(s) for which Autonomy is granted.
- b) admit the students to the professional courses as per the Government rules, from time to time.
- c) impart instruction and training, using modern methods.
- d) conduct tests and examination, using innovative methods for award of the degrees, diplomas and certificates of its own and on behalf of the University.
- e) introduce modern techniques of evaluation and testing;
- f) subject to prior permission of the Government and or the University, create posts of teachers, non-vacational academic staff and non-teaching employees and appoint suitable persons as per the provision of Statutes, Standard Code as prescribed by the University/Government, from time to time.
- g) appoint the panel of paper-setters, examiners, moderators and invigilators on the recommendations of the Examinations Board.
- h) declare the dates of examinations and their results, as per the recommendations of the Examination Committee.
- i) function with the objectives of the autonomy by promotig academic initiatives and scholarships, on the part of the teachers and students.
- j) collaborate with other institutions/agencies/Industries etc. in the teaching, research, extension programmes, production of teaching material and institute awards, medals, scholarship, freeship etc.
- k) perform such other duties and responsibilities that may be necessary to fulfil the obligations of autonomous status.

S.607. 1. Autonomous College/Recognised Institution/University Department/University Institution shall have the powers to make, amend or repeal the rules and regulations on the matters mentioned in the preceding and succeeding Statutes, subject to the provisions of the Act.

2. The rules and regulations generally be made on matters of academics, admissions, examinations, administrations, financial procedures, etc.

3. The rules and regulations shall be made, amended or repealed subject to the prior approval of the Board of the Management and shall come into effect from the date of its approval.
 4. The University may recommend certain matter(s) to the Autonomous College/Recognised Institution/University Department/University Institution, for making necessary rules or regulations.
 5. The Autonomous College/Recognised Institutions/University Department/University Institution, shall notify the rules and Regulations so framed or the change(s)/amendment(s), and communicate the same to all concerned, from time to time.
 6. If any question arises regarding interpretation of provision of any rules or regulations whether a person who has been duly elected/appointed/nominated/co-opted is entitled to be a member of the Authority or Body of the Autonomous College/Recognised Institution/University Department/University Institution, the matter may be referred to the Vice-Chancellor who shall, after taking such advice as he thinks necessary, decide the question and his decision shall be final.
- S.608.** 1. Subject to the provisions of Section 8(1)(g) of the Act, Autonomous College/Recognised Institution/University Department/University Institution shall not create any direct or indirect financial liability on the part of Government.
- Provided that, in case of the University Autonomous Department/University Institution and Autonomous College shall not create any teaching or non-teaching positions without the prior permission of the University.
2. The Autonomous College/Recognised Institution/University Department/University Institution, shall not exercise such powers so as to result in rendering any of its existing staff surplus, either by reducing the intake capacity or closing the existing subject(s) or course(s).

Board of Management

- S.609.** The Autonomous College managed and maintained by Municipal Corporation, Zilla Parishad shall constitute a Board of Management, which shall consist of :

- a) Mayor/President of Municipal Corporation or Zilla Parishad or his nominee, as the case may be - Chairman
- b) Two members one each from the Management Council and Academic Council to be nominated by the Vice-Chancellor.
- c) Two teachers of the Autonomous College/Recognised Institution by rotation according to the seniority, to be nominated by the Principal.
- d) One nominee of the University not below the rank of Professor to be nominated by the Vice-Chancellor.
- e) One nominee of the Maharashtra State Council for Higher Education.
- f) One nominee of the University Grants Commission/A.I.C.T.E etc. as the case may be.
- g) The Principal of Autonomous College/Director of Autonomous Recognised Institutions - Member Secretary.

S.610. The Autonomous College/Recognised Institution conducted by the Government shall constitute a Board of Management, which shall consist of -

- a) Director of Higher Education/Director of Technical Education as the case may be - Chairman
- b) three persons nominated by the Government not below the rank of Professor and not connected with the autonomous College/Recognised Institution.
- c) two teachers of the Autonomous College, by rotation according to seniority, to be nominated by the Principal.
- d) one nominee of the University, not below the rank of Professor to be nominated by the Vice-Chancellor.
- e) one nominee of the University Grants Committee/A.I.C.T.E as the case may be.
- f) Principal of the College - Member Secretary.

S.611. The Autonomous University Department/University Institution/Constituent College shall constitute a Board of Management, which shall consist of -

- a) Vice-Chancellor or his nominee - Chairman
- b) two persons nominated by the Academic Council

- c) two teachers in the grade of Professor/Reader of the University Department/University Institution/Constituent Conducted College, by rotation according to seniority to be nominated by the Head of the Department.
- d) one nominee of the Maharashtra State Council of Higher Education.
- e) one nominee of the University Grants Commission/A.I.C.T.E as the case may be.
- f) Head of the University Department/Principal of the Constituent Conducted College - Member Secretary.

S.612. The Autonomous College/Recognised Institution which is managed and maintained by the private Management/Trust shall constitute the Board of Management; which shall consist of :

1. Chairman of the Management or his nominee - Chairman.
2. Two members of the Academic Council to be nominated by the Vice-Chancellor.
3. Two teachers with not less than 10 years' teaching of the Autonomous College/Recognised Institution.
4. One nominee of the State Council of Higher Education.
5. One nominee of the University Grants Commission.
6. Principal/Director - Member Secretary.

S.613. Subject to provisions of the Act, Statutes, Rules and Regulations, the Board of Management of the Autonomous College/Recognised Institution/University Department/University Institution shall perform following powers and duties :

- a) to fix the fees and other charges payable by the students, on the recommendations of the Academic Board.
- b) to institute scholarships, fellowships, studentships, medals, prizes and certificates, on the recommendations of the Academic Board.
- c) to approve institution of new programmes of studies leading to degrees, diplomas or certificates.
- d) to accept on behalf of Autonomous College/Recognised Institution/University Department/University Institution the endowments, donations etc.

- e) to consider and adopt the financial estimates and Balance Sheet, Audited Statements etc.
 - f) to perform such other functions and constitute such other Committees, as may be necessary, for the proper development of the autonomous College/Recognised Institution/University Department/University Institution and to fulfil the objectives and obligations of autonomy.
 - g) to make, amend and repeal rules and regulations.
 - h) to receive on the recommendations of the Academic Board the report of the working of the Autonomous College/Recognised Institution/University Department/University Institution.
 - i) to consider the reports of the internal and external review Committee of the Autonomous College/Recognised Institution University Department/University Institution on the recommendations of the Academic Board.
 - j) to prepare academic calendar of the Autonomous College/Recognised Institution/University Department/University Institution as per the University guidelines.
 - k) assess and approve the feasibility of proposals from Academic Board for academic programmes.
 - l) exercise such other powers and perform such other duties as may be conferred or imposed on its by or under the Act, the Statutes, Rules and Regulations.
- S.614. a) The meeting of the Board of Management shall be held on the date(s) determined by the Chairman. The Principal/Head shall issue a notice of meeting at least fifteen clear days before the date of meeting. The Principal/Head shall issue an agenda of the meeting to the members at least seven clear days prior to the date of the meeting.

Provided however, in case of emergency meeting the period of notice of agenda shall be waived.

Provided further that, in case of any emergency, the item may be taken up for consideration with the approval of the Chairman, even if the item is not included in the agenda.

- b) There shall be not less than four meetings of the Board of Management in academic year.

- S.615. The Chairman, or in his absence, a member nominated by the Chairman for the purpose shall preside over the meeting.
- S.616. The Board of Management may refer any of the subjects within its purview to the relevant Committee/Body of the Autonomous College/Recognised Institution/University Department/University Institution. The report of such Committee/Body shall be considered by the Board of Management.
- S.617. The agenda of the Board of Management alongwith its enclosures and the minutes of the meeting of the Board of Management shall be treated as confidential document and shall not be open for persons other than members of the Board of Management.
- Provided that, a member of the Board of Management shall not disclose any item on the agenda or any part thereof or the enclosure(s), to any person or to the communication media.
- S.618. The decision of the Board of Management shall be recorded in the resolution form. The resolution shall not contain the deliberations and discussions and whether the decision is unanimous or otherwise, except the mention of any dissent specifically requested for by the member(s) for being so recorded. The minutes of the meeting shall be circulated to the members of the Board of Management alongwith the agenda of the succeeding meeting.
- S.619. The Secretary shall draw the minutes of the proceedings of the Board of Management as soon as the meeting is concluded and submit the same to the Chairman of the said meeting for his approval.
- On approval of the minutes by the Chairman, the Secretary may proceed with implementation of the said resolutions. The action taken on the resolutions shall be reported to the Board of Management in its subsequent meeting(s).
- S.620. The Principal/Head shall ensure that the action taken on every resolution of the Board of Management is duly reported to the Board of Management as soon as the action thereon is completed. In order to ensure the proper reporting, the Principal/Head may adopt suitable administrative measure such as maintaining the register of the items, the resolutions thereon and the nature of action taken.
- S.621. The members of the Board of Management shall be under legal obligation to safeguard the interest of the Autonomous College/

Recognised Institution/University Department/University Institution and honour the resolutions and shall not take a different stand either in the court of law or otherwise contrary to the decision of the Board of Management.

- S.622. The term of the members other than ex-officio members shall be of two years and the same person(s) except for the members at Statute 611 (c) shall be eligible for re-nomination for another term.
- S.623. Two-third members shall constitute the quorum. In case if meeting is adjourned for want of quorum; no quorum shall be required for such meeting.

Academic Board

- S.624. 1. The Autonomous College/Recognised Institution/University Department/University Institution shall constitute the Academic Board which shall consist of :
- a) Principal/Director/Head of the Department - Chairman.
 - b) All Heads of Departments of Autonomous College/Recognised Institution/all Professors of University Department/University Institution, as the case may be.
 - c) Three teachers, not designated as Head or not in the grade of Professor by rotation according to seniority to be nominated by the Principal/Head.
 - d) Three professional experts co-opted by the Academic Board.
 - e) One nominee of the Director of Higher Education/Technical Education etc. as the case may be.
 - f) One student nominated by the Principal/Director/Head of the Department.
2. The tenure of the members other than that mentioend in (f) shall be of three years and that of student shall be of one academic year.
3. There shall be, not less than two meetings of the Academic Board in a academic year.
4. One-third members of the Academic Board shall constitute the quorum.
5. In case if meeting is adjourned for want of quorum, no quorum is required for such adjourned meeting.

S.625. The Academic Board shall have following powers and perform following duties :

- a)
 - i) scrutinise and approve the proposals, with or without modifications, made by the Subject Board(s) with regard to courses of studies, academic regulations, curricula, syllabii and modifications thereof, any instructional and valuation methods, procedures relevant thereto, etc.
 - ii) refer the matter for reconsideration to the concerned Subject Board(s) or to reject the same, after giving reasons therefor. After the matter is re-submitted by the Subject Board the Academic Board may decide the matter on merit and the decision of the Academic Board shall be final;
- b) make rules regarding admission of students;
- c) initiate measures for improving the quality of teaching, frame rules, for conduct of examinations, rules of students evaluation and develop student advisory programmes;
- d) make rules for sports, extra curricular, co-curricular activities, for proper maintenance and functioning of the building, libraries, laboratories, playgrounds and hostels;
- e) recommend to the Board of Management, proposal to institute new programmes of studies;
- f) recommend to the Board of Management, institution of scholarships, studentships, fellowships, prizes and medals and frame rules for the award of the same;
- g) advise the Board of Management on matters pertaining to the academic affairs;
- h) perform such other functions and such other duties as may be necessary and as may be assigned by the Board of Management, pertaining to the academic programmes and development.

S.626. 1. There shall be Subject Board for University Department/University Institution, which shall consist of :

- a) Head of the University Department - Chairman.
- b) All Professors.
- c) One Reader from each specialization by seniority and by rotation.

- d) One Lecturer from each specialization by seniority having five years teaching experience, nominated by rotation, according to seniority.
 - e) Three subject experts co-opted by the Board.
 - f) Three students to be nominated by the Head of the Department on the basis of their merit in the preceding Examination.
2. There shall be a Subject Board for the Autonomous College/Recognised Institution. The Board shall consist of :
- a) Head of the Department.
 - b) Head of the University Department or his nominee not below the rank of Professor.
 - c) Two Senior teachers by rotation.
 - d) Three Subject experts nominated by the Principal/Director.
 - e) Two Professional experts from the industry or any other field as the case may be.
 - f) Two students nominated by the Principal/Director on the basis of their merit in the preceding Examination.

- S.627. 1. The Subject Board shall perform following duties and powers :
- a) prepare syllabii for various courses, keeping in view the objectives of the Autonomy and the requirements of the region and the State and submit to the Academic Board for consideration;
 - b) suggest methodology for innovative teaching and evaluation techniques;
 - c) suggest panels of Examiners to the Examination Committee, for appointment of examiners and paper-setters;
 - d) coordinate research, teaching extension and other academic activities;
 - e) deliberate and advise the Academic Board on the matter referred to it;
 - f) undertake such other measures as may be necessary to provide academic program of the Autonomous College/Recognised Institution/University Department/University Institution, in the meaningful direction.

2. a) Two-third members shall constitute the quorum. In case if meeting is adjourned for want of quorum, no quorum is required for such meeting.
- b) The tenure of the members except student members shall be of three years.

Provided that, the tenure of the students shall be of one academic year.

- c) The Board shall meet once in a academic year or as and when required.

S.628. 1. The Autonomous College/Recognised Institution shall constitute Examination Committee, which shall consist of :

- i) Principal/Director/Head of the Department as the case may be - Chairman.
- ii) Three teachers with ten year teaching experience, nominated by rotation according to seniority.
- iii) Controller of Examinations of the University or his nominee not below the rank of Deputy Registrar.
- iv) One evaluation expert nominated by the Principal/Director/Head of the Department.

2. There shall be a Examination Committee for the Autonomous University Department/University Institution Conducted College. Such Committee shall consist of :

- a) Head of the Department/Principal.
- b) One Professor by rotation to be nominated by the Head
- c) One Reader by rotation to be nominated by the Head.
- d) One Lecturer by rotation to be nominated by the Head.
- e) Controller of Examination of the University or his nominee not below the rank of the Deputy Registrar,
- f) One Evaluation Expert to be nominated by the Head.

S.629. Powers and Duties of the Examination Committee :

1. The Examination Committee shall—

- i) ensure proper organisation of Examinations and test including moderation, tabulation and declaration of the results.

- ii) appoint Examiners, Moderators, Paper-setters from amongst the persons included in the panels prepared by the respective Subject Boards.
 - iii) undertake exercise and experiment in examination reforms.
 - iv) obtain three sets of question papers in sealed covers in the respective subject. The Principal/Director/Head shall draw at random one of such sealed covers containing question papers. This sealed cover with seal intact shall then be sent to the press.
2. The Committee shall prepare the time schedule of the examinations and dates of declaration of their results at the beginning of the term and notify the same.
3. The assessment of answer-books for all examinations shall be done centrally through Central Assessment System. All answer-books of an examination shall be masked and then coded. The coded answer-books shall then be handed over to the examiners for assessment. After the assessment, all answer-books shall be decoded and demasked and the result sheet will be prepared by the moderator.
4. In order to investigate and take disciplinary action for malpractices and lapses on the part of candidates, paper-setters, examiners, moderators teachers or any other persons connected with the conduct of examination, the Committee shall constitute a Sub-Committee consisting of three members of whom one shall be Chairman.
5. The recommendations of the Sub-Committee shall be placed before the Examination Committee, which shall take the disciplinary action in the matter as it deems fit.
6. The Committee shall arrange for strict vigilance during the conduct of examination so as to avoid use of unfair means by the students, teachers, invigilators, supervisors, etc.
7. Two-third members shall constitute the quorum. If the meeting is adjourned for want of quorum, then no quorum shall be required for such meeting.
8. The Committee shall meet twice during the academic year and such other times as may be required.

9. The Committee shall perform such other duties and responsibilities which are assigned to it from time to time by the Board of Management.
- S.630.
1. The Autonomous College/Recognised Institution/University Department/University Institution shall conduct the examinations at specified period(s) as it may determine and notify. The examination and evaluation systems shall be as may be determined by the competent authorities of the Autonomous College/Recognised Institution/University Department/University Institution, as the case may be. The examination and evaluation shall be carried out in such manner as to enhance the faith and the credibility in the minds of the students and the society, by being fair and rational.
 2. The students passing the examinations conducted according to the standards set by the Autonomous College/Recognised Institution/University Department/University Institution shall be awarded Degree/Diploma/Certificate, as the case may be, as per the provisions of the Act.
- S.631.
- a) The Autonomous College/Recognised Institution/University Department/University Institution shall constitute Finance Board, which shall consist of
 - i) Principal/Director/Head of the Department - Chairman.
 - ii) One expert nominated by the Management for the Autonomous College/Recognised Institution or by the Management Council, for the University Department/University Institution/Constituent College, as the case may be.
 - iii) Two senior teachers nominated by the Principal/Director/Head of the Department by rotation according to seniority.
 - iv) Finance & Accounts Officer of the University or his nominee not below the rank of officer next to him from the same department.
 - b)
 - i) The Finance Board shall meet at least three time in a year to examine the accounts, the progress of expenditure and

all new proposals involving fresh expenditure in the light of the Budgetary provisions.

- ii) The Finance Board shall prepare the Annual Statement of Accounts, and the Financial Estimates. The recommendation of the Finance Board shall be placed before the Board of Management.
- iii) The Annual Accounts, Audited Statements and Financial Estimates shall be submitted to the University Grants Commission, Government and the University.
- iv) The Finance Board under the guidance of the Academic Board, shall prepare various proposals for getting funding from the University Grants Commission and from other Funding Agencies.
- v) Two-third members shall constitute the quorum. If the meeting is adjourned for want of quorum, no quorum is required for such meeting.

S.632. Purchase Committee :

1. The Autonomous College/Recognised Institution/University Department/University Institution shall constitute Purchase Committee. Such Purchase Committee, shall consist of :
 - i) Principal/Director/Head of the Department - Chairman.
 - ii) Two senior teachers/Two Professors to be nominated by the Principal/Director/Head of the Department as the case may be.
 - ii) One representative of the Management or Management Council as the case may be.
2. The powers and duties of the Purchase Committee :
 - i) All matters pertaining to purchases of the autonomous College/Recognised Institution/University Department/University Institution in respect such items where individual cost of each item is more than Rs. 15,000/-.

However, in case of the University Department and University Institution, the recommendations of the Purchase Committee shall be placed before the University Purchase Committee duly constituted under Section 75 (3) of the Act.

- ii) Ordinarily, the Accountant of the Autonomous College/Recognised Institution shall act as the Secretary to the Purchase Committee.

However, in case of the University Department and University Institution, Office Superintendent/Section Officer shall act as the Secretary of the Purchase Committee.

- iii) The Committee may, if necessary, suggest the names(s) of the expert(s) to scrutinise the purchases, which are of technical nature.
- iv) The Committee may, if necessary, suggest the names of the reputed dealers from whom quotations are to be invited.

S.633. 1. The Autonomous College/Recognised Institution/University Department/University Institution shall be competent to raise its own resources by -

- a) introducing the new courses on self-financing basis.
- b) accepting endowments and/or donations which are not linked with the admissions.
- c) instituting new degrees/diplomas/certificates.
- d) revising fees with the permission of the Academic Board and Board of Management.
- e) grant-in-aid.
- f) other assistance from funding agencies.
- g) such other sources, which are legally permissible and in consonance with the objectives of the University and of the Autonomous College/Recognised Institution/University Department/University Institution.

2. The resources realized by the Autonomous College/Recognised Institution /University Department/University Institution shall be utilised solely for the purpose of the conduct and development of

the Autonomous College/Recognised Institution/University Department/University Institution and as provided for by the annual financial estimates (budget) approved by the Board of Management.

- S.634. 1. The Autonomous College/Recognised Institution/University Department/University Institutions shall, with the approval of the Academic Board, constitute Evaluation Committee(s) as an appropriate mechanism to evaluate its academic developments, to improve standards and to assess how best it has used the autonomous status. There shall be such self-evaluation, each year, conducted by the Autonomous College/Recognised Institution/University Department/University Institution.
2. There shall be two external evaluations by the University through the Review Committee(s), the first about six months prior to the period of three years and the second about six months prior to the expiry of five years period, which will determine the continuance or otherwise of the autonomous status. The constitution and criteria to be applied for the Review by the Review Committee(s) shall be as stipulated in the Statutes 596, 597 and 602.
- S.635. 1. The Academic Council, on the basis of the report of the Review Committee(s), after a period of three years and five years and the reports of Evaluation Committees of the Autonomous College/Recognised Institution/University Department/University Institution, may call upon the Autonomous College/Recognised Institution/University Department/University Institution, to submit the compliance of such reports for the consideration of the Academic Council.
2. Notwithstanding anything contained in, the foregoing provisions, the University may *suo-moto* or on receiving the complaints that the Autonomous College/Recognised Institution/University Department/University Institution has violated any or all provisions of the Act, Statutes and Ordinances or guidelines of the University Grants Commission, the Government or the University or as a result has adversely affected or jeopardized, the principles observing the conferment of autonomous status, appoint a Review Committee and obtain report therefor.
- S.636. 1. The Academic Council, on the basis of the reports of the Review Committee(s) and of the Evaluation Committees and of the

compliance thereof, may decide to extend or revoke the autonomous status conferred on the College/Recognised Institution/University Department/University Institution and recommend to the Management Council.

2. If the Academic Council decides to revoke the Autonomous status, then the Autonomous College/Recognised Institution/University Department/University Institution shall be given sufficient and proper opportunity, to submit its say before the University authorities.
3. The Management Council, after satisfying with the recommendations of the Academic council and after examining the papers, shall revoke the autonomous status and recommend same to the Government and the University Grants Commission for concurrence.
4. On receipt of the concurrence of the Government and of the University Grants Commission, the Registrar shall send the proposal to the Chancellor, for his approval to revoke the autonomous status.
5. On receipt of the approval of the Chancellor, Registrar shall communicate to the Autonomous College/Recognised Institution/University Department/University Institution and the autonomy thereof shall be revoked, as stated in the following clauses, by stages.
6. The revocation of the autonomy conferred on the Autonomous College/Recognised Institution/University Department/University Institution, shall be in phases. The students admitted prior to the revocation of autonomous status, shall continue to be treated as students of Autonomous College/Recognised Institution/University Department/University Institution, who shall be given reasonable period to complete their respective courses, to which they are admitted.

S.637. In case the Autonomous College/Recognised Institution/University Department/University Institution desires to surrender the autonomous status, it shall apply to the Registrar in writing with the reasons. On receipt of such request, the procedure as prescribed in the preceding clauses, shall be followed, *mutatis-mutandis*, before the grant of permission to surrender such autonomous status and the same shall take place in phases. The students in the Autonomous College/

Recognised Institution/University Department/University Institution which is permitted to surrender the autonomous status, shall be governed as per the procedure in the preceding Statute.

- S.638. The Autonomous College/Recognised Institution/University Department/University Institution of which autonomous status is revoked or surrendered, shall resume the status of Affiliated/Conducted College/Recognised Institution/University Department/University Institution, as the case may be prior to grant of autonomous status and subject to the conditions, as may be, prescribed by the competent authorities. The Academic Council/Management Council/Government/University Grants Commission/Chancellor may also consider whether such College/Recognised Institution/University Department/University Institution shall continue to be admitted to the privileges of the University.
- S.639. 1. In addition to the Committees mentioned in foregoing Statutes, the Autonomous College/Recognised Institution/University Department/University Institution may constitute Committees like Planning and Evaluation Committee, Grievances Committee, Library Committee, Admission Committee and Committee on students welfare and extra-curricular matters, etc.
2. Composition of such Committees, the quorum, the powers and duties etc. shall be as prescribed by the Statutes.
- S.640. The Financial Assistance during the plan period and outside the plan to the Autonomous College/Recognised Institution/University Department/University Institution shall be as per University Grants Commission rules/guidelines from time to time.
- S.641. The Autonomous College/Recognised Institution/University Department/University Institution may start Diploma (Under-graduate or Post-graduate), Certificate Courses on self-financing basis, without prior approval of the University. However no new faculty or non-teaching employee shall be appointed for such new Diploma Courses or Certificate Courses.

The Autonomous College/Recognised Institution/University Department/University Institution may start new Degree or Post-graduate course with the prior permission of the University and of the Government as the case may be.

The proposal to start such new degree or Post-graduate course, should be sent to the University one year in advance for obtaining the prior permission of the University before commencement of such courses.

The University, after receipt of such proposal, shall appoint committee to go in to the merit of the proposal, infrastructural facilities available to start such course etc. and submit its report to the University.

After receipt of the report of the Committee, the University, shall process the report as per the provision of Statutes, and accord permission to such College/Recognised Institution/University Department/University Institution initially for three years.

- S.642. 1. The recruitment of the teaching faculty, and their qualifications, reservation rules and service conditions of the teaching faculty shall be as per the Statutes, prepared by the University, from time to time.
2. The Service Conditions, qualifications recruitment rules and reservation rules, for the appointment of the non-teaching employees shall be as per the Standard Code (Terms and Conditions of Service) prescribed by the Government, from time to time.

Board of Adult and Continuing Education and Extension Work

(Under Section 39 and 41 of the Act)

- S.643. 1. The Board of ACEE shall meet at least twice a year on dates and time approved by the Vice-Chancellor.
2. The Director, Department of Adult, Continuing Education and Extension shall issue a notice of the meeting fifteen clear days prior to the day of the meeting and the agenda seven clear days before the meeting.
- S.644. In absence of the Vice-Chancellor, the member elected by the Board of ACEE shall preside over the meeting.
- S.645. The decisions of the Board of ACEE shall be recorded in resolution form and the minutes shall be placed before the Chairperson of the meeting for approval, after which they will be circulated to members within thirty days of approval.
- S.646. The Director, Department of ACEE shall report to the Board about action taken on the decisions at the next meeting.
- S.647. The Board shall prepare an annual plan of programme for the Department of ACEE within the broad frame-work of UGC guidelines laid down.

- S.648. - The Board shall review the following areas of work which may be undertaken by the Department of Adult, Continuing Education and Extension.
- Adult Education
 - Continuing Education'
 - Population Education
 - Community Education and Programmes
 - Extra-mural Programmes
 - Extension Work and Field Action Projects.
- S.649. The Board, through the Director, Department of ACEE shall forward the annual report to the Management Council.
- S.650. The Board shall recommend to the Academic Council institution of courses of instructions and studies leading to degrees, diplomas, certificates in the discipline of Androgogy (Education of Adults).
- S.651. The Board shall consider, approve and forward to Academic Council for information the proposals for short term certificate courses to be conducted by the Department of ACEE. The Board shall receive report from the Director, Department of ACEE related to continuing/extension education in the other Departments of the University.
- S.652. The Board shall lay down norms for granting affiliation and continuation of affiliation to courses and programmes offered by voluntary organisations, women's organisations, colleges, institutes desirous of offering continuing education courses instituted by the Department of ACEE. These courses will be offered only after the approval of the Board and will be certified by the Department of Adult, Continuing Education and Extension, as per the rules and regulations.
- S.653. The Board shall consider proposals for establishment of sub-centre of Department of ACEE.
- S.654. The Board shall authorize the Department of ACEE to conduct short-term non-examination certificate level courses and extra-mural programmes. The Department of ACEE, will report to the Board with regard to the working of such programmes from time to time.

Disqualification for Membership of Authority

(Under Section 44 (c) of the Act)

- S.655. The teacher who has been punished for indulging in or promoting unfair practices in the conduct of any examination of this University or any other University shall not be eligible to contest the election to the authorities of the University in following manner :
1. If the teacher is permanently debared from being appointed as the Paper-setter, Examiner (both for theory and practical), Junior Supervisor, senior supervisor, etc.
 2. If teacher is debared for a specific period from being appointed as the Paper-setter, Examiner (both for theory and practical), Junior Supervisor or Senior Supervisor, etc. then he shall not be eligible to contest the election to the authorities of the University during that period.
 3. If non-teaching employee is debared from any of the examination work permanently then he shall not be eligible to be nominated to the authority of the University.
 4. If the non-teaching employee is debared from examination work for a specific period, then during that period he shall not be eligible to be nominated to the University authority.

UNDERTAKING

(Under Section 81 of the Act)

WHEREAS, _____
(herein after referred to as the Management), as a owner conducting a college known as _____ (herein after referred to as the said college).

AND WHEREAS, the said college is affiliated to _____ University, (herein after referred to as the said University).

AND WHEREAS, inorder to regulate and control the working of the College, the said University has required the Management to execute an undertaking as per the provisions of Section 81 of the Act. (herein after referred to as the said Act).

NOW WE THE UNDERSIGNED -

- 1) _____ (Chairman)
- 2) _____ (Secretary)

of the said Management do hereby undertake :

- a) that the provisions of the Act and Statutes, Ordianances and Regulations thereunder and the standing orders and directions of the University shall be observed;
- b) that there shall be a separate local managing committee provided for the said college as provided by Section 85;
- c) that the number of students admitted for courses of study shall not exceed the limits prescribed by the University and the State Government from time to time;
- d) that there shall be suitable and adequate physical facilities such as building, laboratories, books and periodicals, equipment required for teaching and research, hostels, gymnasium, as may be prescribed;
- e) that the financial resources of the said college shall be such as to make due provision for its continued maintenance and working;

(2)

- f) that the strength and qualification of teaching and non teaching staff of the said college and the emoluments and the terms and conditions of service of the staff of the said college shall be such as prescribed by the University;
- g) that the services of all teaching and non-teaching employees and the facilities of the said college shall be made available for conducting examinations and for promoting other activities of the University;
- h) that the directions, and orders issued by the Chancellor, Vice-Chancellor and other officers of the University in exercise of the powers conferred on them under the provisions of the Act, Statutes, Ordinances and Regulations shall be complied with;
- i) that there shall be no change or transfer of the management without prior permission of the University;
- j) that the said colleges, its approved faculties and subjects shall not be closed without previous permission of the University;
- k) that in the event of disaffiliation or derecognition or closure of the said college under section 92 all the assets of the said college, including building, Library and equipment which have been constructed or constructed or created out of the amount paid as a grant-in-aid by the State Government or the University Grants Commission shall vest in the State Government.

No.

UNIVERSITY

Appendix-III

S.412

NOMINATION FORM

- 1) Name of the Authority/Body/
Post Office to which the Candidate
desires to contest election
 - 2) *Name of the Group/Class/
Authority/Body etc. represented
 - 3) Name of the Constituency
 - 4) Name of the Candidate
 - 5) Sr.No. in the Electoral Roll
 - 6) Designation of the Candidate (if any)
 - 7) Address of the Candidate
-
- 8) Name of the Proposer
 - 9) Sr.No. in the Electoral Roll
 - 10) Designation of the Proposer (if any)
 - 11) Address of the Proposer
 - 12) Signature of the Proposer
 - Date:
-
- 13) Name of the Secunder
 - 14) Sr.No. in the Electoral Roll
 - 15) Designation of the Secunder (if any)
 - 16) Address of the Secunder
 - 17) Signature of the Secunder
 - Date:

(2)

Candidate's Consent

I hereby give my consent to the above mentioned Nomination.

Place :-----

Date :-----

Signature of the Candidate

* Whichever applicable.

Declaration of the Candidate

(to be used for election to Academic Council/Management Council)

I hereby declare that I was not an elected/nominated/co-opted/
appointed member of the Academic Council/Management Council
_____ University prior to the implementation of Maharashtra
Universities Act, 1994.

I hereby declare that I was an elected/nominated/co-opted/
appointed member of the Academic Council/Management Council of
_____ University from _____ to _____.

Signature

II

(to be used for election to Management Council by Teachers)

I hereby declare that my total teaching experience as a Teacher
in the University Department/Senior College level is -----
----- years from ----- to ----- in the University Department/
College.

Countersigned by

Head , _____ University Department/

Principal, _____ College

Signature of Teacher

(3)

III

(to be used for the election of H.O.D. to B.O.S.)

I hereby declare that my total teaching experience at the Special, Principal, Major or Main level in the subject _____ is _____ years from ----- to ----- in the University Department/College.

Countersigned by

Principal, _____ College _____

Signature of Head of the Department

IV

(for Registered Graduates only)

1. I hereby declare that I am not working as a Principal of affiliated, conducted and Autonomous College, or I am not Chairman or President or the representative of the Management of affiliated College or Recognised Institution, President or Secretary of the University Students' Council or a teacher or member of the State Legislature.
2. I also certify that I am contesting the election for the reserved seat of registered graduate in Scheduled Caste/Scheduled Tribes/O.B.C. category on the Senate and I am submitting alongwith this application for election, a Caste Certificate from the Tahasildar.

Signature of the
Registered Graduate

(4)

v

(to be use for all elections)

1. I hereby declare on oath that the information given by me in the Nomination Form is true and correct, and
2. that my candidature is governed by the provisions of Section 44 of the Maharashtra Universities Act, 1994 which is reproduced below :

Section (44)

"A person shall be disqualified for being a member of any of the authorities of the University, if he —

- a) is of unsound mind and stands so declared by a competent court;
- b) is an undischarged insolvent;
- c) has been convicted of any offence involving moral turpitude;
- d) is conducting or engaging himself in private tuitions or private coaching classes;
- e) has been punished for indulging in or promoting unfair practices in the conduct of any examination in any form anywhere.

Signature of the Candidate

NOTE: Strike out whichever is not applicable. (Sr.No. I to IV)

REGISTRATION OF GRADUATES

(Application Form)

(Note : A person can register his name only in one Faculty)

To :

The Registrar,

_____ University,

Sir,

I hereby apply for the registration of my name as a graduate of the University under the provisions of Section 99 of the Act.

I give below particulars regarding my name, address and the degree obtained by me from the University :

i) Full Name : _____

(Beginning with Surname in BLOCK Letters)

In Devnagari Script: _____

ii) Examinations passed : _____ of the _____ University

iii) Year/s of obtaining the Degree/s : _____

iv) Full address : _____

v) I hereby submit xerox copy(ies) of Degree Certificate/s duly attested.

vi) I am paying/sending herewith in Cash/Demand Draft payable to Registrar, _____ University, of Rs. /- (Rupees _____ only) prescribed in that behalf for registration.

vii) I desire that my name may be registered in the register of

Faculty of

(State here : Arts, Fine Arts, Social Sciences, Science, Law, Commerce, Education, Engineering and Technology, etc. as the case may be for the purpose of election.)

viii) I hereby declare that my name has not been registered as a graduate in any other University, established by the Act.

ix) I hereby declare on oath that the information given is true and correct.

Place : _____

Yours faithfully,

Date : _____

()

_____ UNIVERSITY _____

FORM OF APPLICATION FOR ENROLLING AS VOTER
IN THE ELECTORAL COLLEGE OF REGISTERED GRADUATES

To

The Registrar,

_____ University,

Sir,

In response to notification No. _____ dated _____, I request you that my name be enrolled as voter in the electoral college of the registered graduates under Section 25 (2) (r) of the Act. Details about my registration are as under :

1. Full Name in Capital Letters : _____
(Surname First)
2. Address for communication : _____
3. Length of residence within the _____
University area
4. Place of normal residence for _____
business within the University area
5. I shall be exercise my voting _____
right at the _____ Polling Centre
(List of the Polling Centres is given overleaf)
6. My name is enrolled as Registered Graduate in the faculty of _____
at Sr.No. _____ on Page No. _____

I am paying herewith the prescribed fee of Rs. _____/- in Cash/by D.D./I.P.O., for enrolling my name in the Electoral College.

I hereby declare that I am not registered graduate of any other University established by law in the State. I hereby also declare that I am not a Registered Graduate in any other Faculty of _____ University.

I hereby declare on oath that the information given in the form is true and correct.

Place : _____

Date : _____

Signature of the Applicant

FORMATION OF PROPOSAL BY A COLLEGE
FOR GRANT OF AUTONOMY

The proposal will be submitted to the UGC in the following format :

PART-I : BACKGROUND OF THE INSTITUTION

PART-II : SUPPLY OF INFORMATION BASED ON CRITERIA

1. Academic reputation and provisions : Performance in University Examinations and other academic, cultural activities.
2. Academic attainments of the staff.
3. The mode of selection of students and teachers.
4. Physical facilities, i.e. Library, Accommodation and Equipment.
5. Institutional Management.
6. The financial resources that the management can provide for the development of the institution.
7. The responsiveness of the administrative structure to the views of staff and students.
8. Extent of freedom enjoyed by the staff for advanced scholarships, research and experimentation and involvement in educational innovation and reforms.

PART-III : IMPLEMENTATION OF AUTONOMY

Aims and objectives

Management of the College

Academic Council - Structure & Functions

Boards of Studies - Structure & Functions

Other Committees

Admission Eligibility

Curricular Programme

Student Evaluation :

Internal Assessment

External Assessment

Financial Implications

Course Contents

Co-curricular and extra-curricular activities.

(2)

PART-IV : BASIC INFORMATION

1. Name of College
2. Year of Establishment
3. Whether private or government or university maintained
4. Year of grant of permanent affiliation
5. Courses offered :
 - Under-graduate
 - Post-graduate
 - M.Phil.
6. Students Enrolment during last three years :
 - Under-graduate
 - Post-graduate
 - M.Phil.
7. Faculty strength categorywise
(please enclose list of faculty with their qualifications/papers/books monographs if published)
8. Administrative, Laboratory and Library staff
9. Results during the last five years : percentage of :

Under-graduate	1st divisions	2nd divisions	over all pass
Post-graduate	1st divisions	2nd divisions	over all pass
10. Number of M.Phil./Ph.D. produced during the last three years :

Subject	Year	M.Phil.	Ph.D.
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11. List of journals in the Library
12. List of major items of equipment in the College (costing more than Rs. 50,000/- each).

(3)

PROGRESS REPORT OF COLLEGE (AUTONOMOUS)

(To be furnished in duplicate by the Principal of the College)

Progress Report for the Academic Year _____

1. Date when autonomy was first given by UGC.
2. Year in which last external evaluation was done :
 - a) By Managing Society
 - b) By University.
3. Annual evaluation done by the College during the year under review

Item	Un-utilised grant available from previous year	Grant received from UGC during the year	Expenditure during the year	Utilisation Certificate
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Building
Guest Faculty
Orientation of
Teacher.
Refresher Course
Workshops/
Seminars
Others
Office/Teaching
Laboratory
Equipment
Furniture
Library
Meetings of
Governing and
Other bodies

4. Number of courses modified, stopped or started during the year (give names of courses)
5. If external evaluation done during the year, attach report.

Place :

Date :

Signature
Name
Designation
(Principal)

FORM OF ORDER FOR REMOVAL OR DISMISSAL

The Vice-Chancellor of the _____ University
hereby directs that Shri. _____ should be
dismissed/removed from the service of the _____
University, with effect from _____.

Hence you are dismissed /removed from the service of the _____
University.

Place :

By Order,

No. :

Date :

Registrar

FORM OF SHOW-CAUSE NOTICE

From :

.....
.....
.....

To :

.....
.....
.....

Subject : Disciplinary action.

I am to forward herewith a copy of the report submitted by the Enquiry Authority/Officer who conducted the Departmental Enquiry into your conduct and to state that with due consideration of the findings arrived at in this respect it has been held that charges No. _____ mentioned in the charge-sheet served upon you have been proved against you. It is therefore, proposed to dismiss/remove you from the service of this University/retire you compulsorily from the service of this University/reduce you to a lower post or grade or the lower stage of increment in your present time-scale. You are hereby called upon to show cause within ____ days from the date of receipt of this notice why the proposed action should not, for good and sufficient reasons, be taken against you. On your failure to show cause within the time allowed to you, it will be presumed that you do not wish to show cause.

2. You are requested to acknowledge receipt of this letter.

By Order,

(Designation)