

Direction

No.: 24./2023

Date : 27 /04/2023

Subject : Procedure for Election of Chairperson of Board of Studies.

Whereas, the constitution of the Board of Studies is provided under Section 40 of the Maharashtra Public Universities Act, 2016,

AND

Whereas, the Chairperson of Board of Studies is to be elected by the members of the Board from amongst themselves as provided under sub-clause (i) of clause (d) of sub-section (2) of Section 40 of the Maharashtra Public Universities Act, 2016,

AND

Whereas, the Direction No. 2/2019 issued on dated 1.2.2019 has been lapsed on the expiry of six months as per Maharashtra Public Universities Act, 2016 and it is necessary to issue a fresh Direction to carry out the election,

AND

Whereas, the procedure of election of the Chairperson of Board of Studies is not prescribed under any provision of the Maharashtra Public Universities Act, 2016,

AND

Whereas, the matter for prescribing procedure for Election of the Chairperson of Board of Studies is required to be regulated by the Statute and framing of Statute may take some time,

Now, therefore, I, Prof. (Dr.) Pramod G. Yeole, In-charge Vice-Chancellor of Sant Gadge Baba Amravati University, in exercise of Powers conferred upon me under sub-section (8) of Section 12 of Maharashtra Public Universities Act, 2016, hereby issue the following Direction to regulate the procedure for Election of Chairperson of the Board of Studies.

- 1) This Direction may be called "Procedure for Election of Chairperson of Board of Studies Direction, 2023."
- 2) This Direction shall come into force from the date of its issuance.
- 3) In this Direction, unless the context otherwise requires -
 - (a) 'Act' means Maharashtra Public Universities Act, 2016.
 - (b) 'Faculty' means the faculty as provided by section 34 of the Act.
 - (c) 'Board' means a Board of Studies as provided in Direction No. 92/2022 for every subject or group of subjects comprised in the Faculty.
 - (d) 'Working Chairperson' means a member nominated by the members present at the meeting of the Board of Studies for presiding over the meeting conveyed and to act as Presiding Officer for the Election who shall not be a candidate for Chairperson of the Board nor shall he be proposer or seconder of any candidate.
Working Chairperson may act as Chairperson/Presiding Officer of the meeting of Board of Studies if Board of Studies by any reason fails to elect Chairperson.
 - (e) 'Nomination paper', 'Notice of Withdrawal', 'Voting Paper' means nomination, withdrawal and Voting Paper given in proforma vide Appendix - A-1, A-2 and A-3 respectively, appended with this direction.
 - (f) 'Affiliated college/ Institution' means college or recognized institution affiliated to Sant Gadge Baba Amravati University.
 - (g) 'Returning Officer' means the Registrar of the University who shall act as the Returning Officer for election.
 - (h) 'Presiding Officer' means Chairperson/Working Chairperson of the Board of Studies or a person appointed by the Returning Officer or Vice-chancellor.
 - (i) 'P.G.Teacher' means विद्यापीठ व विद्यापीठाशी संलग्नीत महाविद्यालयांच्या पदव्युत्तर विभागामध्ये पदव्युत्तर शिक्षणात पुर्णवेळ सहाय्यक प्राध्यापक अथवा सहयोगी प्राध्यापक अथवा प्राध्यापक या नात्याने कार्यरत असलेला मान्यताप्राप्त शिक्षक.
 - (j) 'P.G. Recognized Teacher' means a teacher recognized as a P.G. Recognised Teacher by the University.
 - (k) 'P.G.Programme' means the Programmes imparting instructions at Post Graduate Level in various Faculties and for the Guidance of research studies or specialized studies in the University Teaching Departments/ Recognized Institutions/ Affiliated Colleges/ Post Graduate Centers.
- 4) Nomination of Working Chairperson/Appointment of Officer for meeting of Board of Studies ;
 - (a) An officer not below the rank of Assistant Registrar appointed by the Vice-Chancellor shall assist the meeting of the Board of Studies.
 - (b) The meeting of Board of Studies shall begin with the nomination of the working Chairperson.
 - (c) In case, working Chairperson could not be available for any reason, an officer appointed as mentioned in sub Para (a) above, shall act as Presiding Officer.

- 5) The qualifications for member to be elected as Chairperson of Board of Studies shall be as per Notification No. MNS-2016/(347/16)/Ue-3, dated 28th April, 2017 of Joint Secretary to Government, Higher and Technical Education Department, Mumbai are as under :
- “ (a) Shall possess Ph.D. Degree,
(b) Shall have at least fifteen years teaching experience in aggregate,
(c) Shall be a post graduate recognised teacher imparting teaching to post graduate students,
(d) Shall be a recognised Ph.D. Guide under whose supervision, at least two students have been awarded Ph.D. Degree,
(e) Shall have authored/co-authored at least two text books/reference books or shall have published at least three research papers in peer reviewed journals as first/corresponding author,
(f) Shall have undertaken university examination related work for at least five years in aggregate.”
(Note : Certified copies/documents should be enclosed with Nomination Paper.)
- 6) Presiding Officer shall call Nomination papers (*Appendix A-1*) by declaring specific time for the Election of the Chairperson. The name of a member present shall be proposed and seconded, as a candidate, by the members present in the meeting.
- Provided that*, where the number of members present in the meeting is three or less than three, excluding the working Chairperson, nomination paper signed by the member, as a candidate shall be treated as valid even though not signed by the proposer and/or seconder.
- Provided further that*, where the number of members present at the meeting is four or five, excluding working Chairperson, nomination paper, signed by the proposer and the candidate will be treated as valid even though it is not signed by the seconder.
- 7) (a) Nomination paper/s on which a member has proposed and/or seconded more than one candidate, shall be rejected.
(b) Nomination paper/s of a candidate along with nomination paper/s on which he has signed as proposer or seconder of any other candidate/s, if any, shall be rejected.
- 8) No member of the Board shall be permitted to fill-in the nomination after the Presiding Officer has closed the proceedings of acceptance of nominations. Presiding Officer shall then scrutinise the nomination papers, so received and shall declare the names of validly nominated candidates.
- 9) Time of five minutes will be given for withdrawal of their candidature/s in the prescribed form as given in *Appendix- 'A-2'* appended with this Direction.
- 10) If, after withdrawal there is only one contesting candidate, the Presiding Officer shall declare said candidate duly elected as the Chairperson.
- 11) If, there are more than one contesting candidates, the Presiding Officer shall distribute Voting papers as prescribed in *Appendix- 'A-3'* appended with this Direction to all members present in the meeting and request them to record their preference against the name of the candidates. If the conditions are not followed as given in Appendix A-3, voting paper shall be declared as invalid.
- 12) Every Member of the Board present in the meeting shall have right to vote.
- 13) Transferable Vote –
(1) Each member shall have one transferable vote.
(2) A member in recording his vote, -
(a) shall place on his voting paper the digit 1 opposite the name of the candidate for whom he votes in the column of 'order of preference';
(b) 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 digits 2, 3, 4 and so on, in consecutive numerical order;
(c) shall place all preferences on his voting paper either in English or in Marathi;
(d) shall not indicate the preference/s in words or in roman numbers.
- 14) After the closing of the poll, counting of votes and declaration of results shall be completed immediately in accordance with provisions contained in Statute No. 1 of 2017.
- 15) After declaration of the result of the Election, further proceedings of the meeting will be conducted under the chairmanship of the elected Chairperson of the Board. If Board of Studies fails to elect Chairperson, the working Chairperson shall act as Chairperson/ Presiding Officer of the meeting.
- 16) As Direction No. 5 of 1995 is inconsistent with the provision of Maharashtra Public Universities Act, 2016, hence the Direction No. 5 of 1995 stands repealed.

Amravati
Date : 26/04 /2023

Sd/
Prof. (Dr.) Pramod G. Yeole
In-charge Vice-Chancellor,
Sant Gadge Baba Amravati University

APPENDIX – ‘A-1’

SANT GADGE BABA AMRAVATI UNIVERSITY
NOMINATION PAPER

(See para- 6 of Direction No. 24 of 2023)

Election of Chairperson of the Board of Studies
in * _____ in the faculty
of
** _____

Under sub-clause (i) of clause (d) of sub-section (2) of Section 40 of the Maharashtra Public Universities Act, 2016.

Name of Candidate : -----

Postal Address : -----

Name of the Proposer : -----

Date : (Signature of the Proposer)

Name of the Seconder : -----

Date : (Signature of the Seconder)

Declaration by the Candidate

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

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

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

Date : (Signature of the Candidate)

-
- * Here mention the name of the concerned Board of Studies.
** Here mention the name of the concerned Faculty.
@ Here mention number of certified documents/ certificates attached.

APPENDIX – ‘A-2’

SANT GADGE BABA AMRAVATI UNIVERSITY

NOTICE OF WITHDRAWAL

(See para- 9 of Direction No. 24 of 2023)

Election of Chairperson of the Board of Studies
in * _____ in the faculty
of
** _____

To,
The Presiding Officer,

I, _____ a candidate at the
above mentioned Election, do hereby give notice that I withdraw my candidature.

Place :

Date :

(Signature of the Candidate)

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

** Here mention the name of the concerned Faculty.

SANT GADGE BABA AMRAVATI UNIVERSITY
VOTING PAPER

(See para- 11 of Direction No. 24 of 2023)

Election of **Chairperson** by the members of the Board of Studies in..... in the Faculty of _____from amongst themselves as provided under sub-clause (i) of clause (d) of sub-section (2) of Section 40 of the Maharashtra Public Universities Act, 2016.

(1) A voting paper is invalid and be rejected if,-

- (a) the digit 1 standing alone, indicating a first preference, is not placed; or
- (b) the digit 1 standing alone, indicating a first preference, is placed opposite the names of more than one candidate; or
- (c) the digit 1 standing alone, indicating a first preference, and some other digits are placed opposite the name of the same candidate; or
- (d) the first preference or subsequent preferences are indicated in words or roman numbers or in digits of any other language except English or Marathi; or
- (e) it cannot be determined for which candidate the first preference of the voter is recorded; or
- (f) in an election by ballot any mark is placed by the voter by which he may afterwards be identified; or
- (g) preference is indicated in any ink other than blue ink;
- (h) there is any scratching, overwriting or alteration in the digits indicating the voter's preference.

(2) A valid ballot paper with next preference given to more than one candidate shall become invalid for such immediately subsequently preference.

Name of candidates	Order of Preference

Presiding Officer.

Direction

No. : 25 /2023

Date : 27/04/2023

Subject : Procedure for Nomination of one person to be nominated by each Board of Studies on the faculty

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

AND

Whereas, the constitution of the faculties is provided under Section 34 of the Maharashtra Public Universities Act, 2016,

AND

Whereas, provision of clause (d) of sub-section (4) of Section 34 of the Maharashtra Public Universities Act, 2016 provided that one person who is an approved teacher and is otherwise eligible to be nominated as a member of the Board of Studies shall be nominated by each Board of Studies on the faculty.

AND

Whereas, the Direction No. 3/2019 issued on dated 1.2.2019 has been lapsed on the expiry of six months as per Maharashtra Public Universities Act, 2016 and it is necessary to issue a fresh Direction to carry out the nomination,

AND

Whereas, the procedure of nomination of the member as provided by sub-clause (d) of sub-section (4) of Section 34 of the Maharashtra Public Universities Act, 2016, is not prescribed under any provision of the Maharashtra Public Universities Act, 2016,

AND

Whereas, the matter for prescribing the procedure for nomination of one person who is an approved teacher and is otherwise eligible to be nominated as a member of the Board of Studies shall be nominated by each Board of Studies on the faculty, is required to be regulated by the Statute and framing of Statute may take some time,

Now, therefore, I, Prof. (Dr.) Pramod G. Yeole, In-charge Vice-Chancellor of Sant Gadge Baba Amravati University, in exercise of Powers conferred upon me under sub-section (8) of Section 12 of Maharashtra Public Universities Act, 2016, hereby issue the following Direction to regulate the procedure for Nomination of one person to be nominated by each Board of Studies on the faculties.

- 1) This Direction may be called “Procedure for nomination of one person to be nominated by each Board of Studies on the faculty, Direction 2023.”
- 2) This Direction shall come into force from the date of its issuance.
- 3) In this Direction, unless the context otherwise requires –
 - (a) ‘Act’ means Maharashtra Public Universities Act, 2016.
 - (b) ‘Faculty’ means the faculty as provided by section 34 of the Act.
 - (c) ‘Board’ means a Board of Studies as provided by the Direction No. 92/2022 for every subject or group of subjects comprised in each faculty.
 - (d) ‘Nomination’ means to nominate a person eligible under the respective provisions of the Maharashtra Public Universities Act, 2016 by each Board of Studies on the faculty.
 - (e) ‘Nomination Paper’, ‘Notice of Withdrawal’, ‘Ballot Paper’ means nomination, withdrawal and Ballot given in proforma vide Appendix-B-1, B-2 and B-3 respectively, appended with this direction.
 - (f) ‘Returning Officer’ means the Registrar of the University who shall act as the Returning Officer for nomination.
 - (g) “Presiding Officer” means Chairperson/Working Chairperson of the Board of Studies or a person appointed by the Returning Officer or Vice-chancellor.
- 4) Presiding Officer shall conduct the process of Nomination of a person to be nominated on faculty.
- 5) The person who is to be nominated on the faculty under Section 34(4)(d) of the Act shall be nominated by each Board of Studies who is an approved teacher and is otherwise eligible to be nominated as a member of the Board of Studies.

- 6) The qualifications for the person to nominate on faculty shall be as per Notification No. MNS-2016/(347/16)/Ue-3, dated 28th April, 2017 of Joint Secretary to Government, Higher and Technical Education Department, Mumbai are as under :
- (a) Shall be an approved teacher
- (b) Shall possess Ph.D. Degree, unless he is a Principal appointed as a Principal before 13th October, 2000.
- (c) Shall have at least 10 years teaching experience in aggregate,
- (d) Shall have authored/co-authored at least two text books/reference books or shall have published at least three research papers in peer reviewed journals as first/corresponding author.
- (e) Shall have undertaken university examination related work for at least five years in aggregate.
(Note : Certified copies/documents should be enclosed with nomination paper.)
- 7) Presiding Officer shall call for Nomination papers (*Appendix B-1*) by declaring specific time for Nomination of one person. The members present in the meeting shall propose a person who is an approved teacher and is otherwise eligible to be nominated as a member of Board of Studies.
- Provided that*, where the number of members present in the meeting is three or less than three, excluding the Chairperson, the Nomination paper shall be signed by proposer and candidate.
- Provided secondly* that, where the number of members present at the meeting is four or above, excluding the Chairperson the nomination paper should be signed by candidate, proposer and seconder.
- 8) (a) Nomination paper/s on which a member has proposed and/or seconded more than one candidate, shall be rejected.
- (b) Nomination paper/s of a candidate along with nomination paper/s on which he has signed as proposer or seconder of any other candidate/s, if any, shall be rejected.
- 9) No member of the Board shall be permitted to fill-in the nomination after the Presiding Officer has closed the proceedings of acceptance of nominations. Presiding Officer shall then scrutinise the nomination papers, so received and shall declare the names of validly nominated candidates.
- 10) Time of five minutes will be given for withdrawal of their candidature/s in the prescribed form as given in *Appendix-B-2'* appended with this Direction.
- 11) If, after withdrawal there is only one contesting candidate, the Presiding Officer shall declare said person duly nominated on the faculty.
- 12) If, there are more than one contesting candidates, the Presiding Officer shall distribute Ballot papers in the prescribed form as given in *Appendix-B-3'* appended with this Direction to all members present and request them to record their vote. No member of the Board shall be permitted to vote after declaration of the close of poll by the Presiding Officer.
- 13) Every member of the Board of Studies present in the meeting shall mark as ✓ by blue ink in column No. 3 of the ballot paper against the name of person to be nominated.
- 14) The ballot paper shall be invalid, if-
- (a) it is signed by the voter, or any mark is placed which identifies or tends to identify the voter;
- (b) it cannot be determined for which candidate, the vote is recorded;
- (c) it is unmarked;
- (d) marks are placed against the name/s of person/s more than the member/s to be nominated.
- (e) makes more than one mark against the name of same candidate.
- 15) The result of nomination shall be decided by simple majority vote that is to say person securing higher number of votes shall be duly declared as nominated.
- Provided* in case of difficulties in declaring the result of nomination on account of equal number of votes secured by two or more candidates, a lot shall be drawn and the person in whose favour the lot is drawn, shall be declared nominated.
- 16) As Statute No. 13 of 2000 is inconsistent with the provision of Maharashtra Public Universities Act, 2016, hence the Statute No. 13 of 2000 stands repealed.

Amravati
Date : 26/04 /2023

Sd/-
Prof. (Dr.) Pramod G. Yeole
In-charge Vice-Chancellor,
Sant Gadge Baba Amravati University

SANT GADGE BABA AMRAVATI UNIVERSITY

NOMINATION PAPER

(See para - 7 of Direction No. 25 of 2023)

Nomination of one person by the Board of Studies in

* _____ on the faculty of

** _____ Under clause

(d) of sub-section (4) of Section 34 of the Maharashtra Public Universities Act, 2016.

I propose following person as a candidate for above nomination.

Name of Candidate : -----

Postal Address : -----

Name of the Proposer : -----

Date : (Signature of the Proposer)

Name of the Seconder : -----

Date : (Signature of the Seconder)

Declaration by the Candidate

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

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

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

Date : (Signature of the Candidate)

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

** Here mention the name of the concerned Faculty.

@ Here mention number of certified documents/ certificates attached.

SANT GADGE BABA AMRAVATI UNIVERSITY
NOTICE OF WITHDRAWAL

(See para- 10 of Direction No. 25 of 2023)

Nomination of one person by the Board of Studies in *

_____ on the faculty of

** _____

To,

The Presiding Officer,

I, _____ the proposer of
the above mentioned nomination, do hereby give notice that I withdraw the candidature of
Shri/Shrimati/Ku./Dr. _____

Date :

(Signature of the Proposer)

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

** Here mention the name of the concerned Faculty.

SANT GADGE BABA AMRAVATI UNIVERSITY
BALLOT PAPER

(See para- 12 of Direction No. 25 of 2023)

Nomination of **one person to be nominated** by the members of the Board of Studies in
* _____ ** in the Faculty
.....who is an approved teacher and is otherwise eligible to be
nominated as a member of the Board of Studies as provided under clause (d) of sub-section (4) of Section
34 of the Maharashtra Public Universities Act, 2016.

The ballot paper shall be invalid, if-

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

1	2	3
Sr. No.	Name of the candidate	Put mark as \surd against the name of person whom you want to nominate
1.		
2.		
3.		

* Here mention the name of concerned Board of Studies.

** Here mention the name of concerned Faculty.

Presiding Officer

Direction

No. : 26 /2023

Date : 27/04/2023

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

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

AND

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

AND

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

AND

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

AND

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

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

1. This Direction may be called, " Procedure of Co-options on the Board of Studies under various categories Direction, 2023".
2. This direction shall come into force with effect from the date of its issuance.
3. In this Direction, unless the context otherwise requires:
 - (a) 'Act' means Maharashtra Public Universities Act, 2016.
 - (b) 'Board' means a Board of Studies as provided in Direction No. 92/2022 for every subject or group of subjects comprised in the Faculty.
 - (c) 'Nomination paper', 'Notice of Withdrawal', 'Ballot Paper' means nomination, withdrawal and Ballot given in proforma vide Appendix-C-1, C-2 , C-3 and C-4 appended with this Direction.
 - (d) 'Affiliated college/ Institution' means college or recognized institution affiliated to Sant Gadge Baba Amravati University.
 - (e) 'Returning Officer' means the Registrar of the University who shall act as the Returning Officer for co-option.
 - (f) 'Presiding Officer' means Chairperson/working chairperson of the Board of Studies or a person appointed by the Vice-Chancellor.
 - (g) 'P.G.Teacher' means विद्यापीठ व विद्यापीठाशी संलग्नीत महाविद्यालयांच्या पदव्युत्तर विभागामध्ये पदव्युत्तर शिक्षणात पुर्णवेळ सहाय्यक प्राध्यापक अथवा सहयोगी प्राध्यापक अथवा प्राध्यापक या नात्याने कार्यरत असलेला मान्यताप्राप्त शिक्षक.
 - (h) 'P.G. Recognized Teacher' means a teacher recognized as a P.G. Recognised Teacher by the University.
 - (i) 'P.G.Programme' means the Programmes imparting instructions at Post Graduate Level in various Faculties and for the Guidance of research studies or specialized studies in the University Teaching Departments/ Recognized Institutions/ Affiliated Colleges/ Post Graduate Centers.
4. In the first meeting of the Board of Studies co-options on the Board shall be held under proviso of clause (a) of sub section (2) and sub-clauses (ii), (iii) (A) (B) (C) (D) of clause (d) of sub-section (2) of Section 40 of the Maharashtra Public Universities Act, 2016.
5. If there is no University Department in the subject, the Board shall co-opt head of the department who is recognised for imparting teaching to Post Graduate Students in an affiliated college or a recognised institution having Post Graduate teaching in that subject as provided under the proviso of clause (a) of sub-section (2) of Section 40 of the Maharashtra Public Universities Act, 2016.

6. (a) An officer not below the rank of Asstt. Registrar appointed by the Vice - Chancellor shall assist the co-option process of the Board of Studies.

(b) If Chairperson/Working Chairperson could not be available for any reason, an Officer appointed as mentioned in sub Para (a) above shall act as a Presiding Officer for conducting the process of co – option.
7. Members present in the meeting shall propose the names of Head of Department to be co-opted on the Board as prescribed in proviso of clause (a) of sub-section (2) of section 40 where there is no University Department in the subject in the prescribed proforma of nomination as **Appendix C-1**.

Provided that the Head to be co-opted under provision of 40(2)(a) shall have following qualifications.
 - (1) Head of the Department who is recognized for imparting teaching to post-graduate students in an affiliated college or a recognized institution having post-graduate teaching in that subject.
 - (2) Shall possess Ph.D.Degree, unless he is a Principal appointed as a Principal before 13th October, 2000,
 - (3) shall have at least ten years teaching experience at undergraduate level in aggregate,
 - (4) shall have undertaken university examination related work for at least five years in aggregate.
8. The board shall co-opt persons under provision 40(2) d(ii), d(iii) (A),(B),(C) and (D) on the Board of Studies satisfying the eligibility conditions given in Higher and Technical Education Department, Govt. of Maharashtra Notification No. MNS-2016/(347/16) UE-3, dt. 28th April, 2017 issued by the Higher & Technical Education Department of the Govt. of Maharashtra, Mantralaya, Mumbai.
9. Presiding Officer shall conduct the process of co-option one by one for co-option under provision 40(2)(d)(ii) and (iii) by calling Nomination Paper by declaring specific time for submission.
10. Nomination of the candidate for above categories shall be made in the prescribed related proforma as per **appendices C-1 or C-2**. Every Nomination Paper shall be signed by Proposer and Seconder, and shall be signed and dated by the candidate assenting to the co-option.
11. Where the number of members present in the meeting is three, or less than three excluding the Working Chairperson, the nomination paper signed by the proposer will be treated as valid even though it is not signed by the seconder.
12. No member shall propose and/or second more candidates than the number of persons to be co-opted in each category.
13. (a) The Presiding Officer after scrutiny of each nomination paper, shall declare the list of validly nominated candidates for co-option.

(b) He shall further declare a time for withdrawal which shall be ordinarily of five minutes.

(c) In case the proposer wants to withdraw the name of person(s) proposed by him for co-option he shall give notice of withdrawal to the Presiding Officer in the form given in **Appendix C-3** within a time limit so announced.
14. Every member of the Board present in the meeting shall have right to vote for each co-option.
15. If nomination paper in respect of persons to be co-opted on the Board are equal to or less than the number of persons to be co-opted, the persons will be declared co-opted.
16. If number of validly nominated candidates are more than the number to be co-opted, ballot paper will be provided to each member. The form of ballot paper shall be as per **Appendix- C-4**.
17. Voting for co-option of persons on the Boards shall be by secret ballot.
18. Every member of the Board shall mark as \surd by blue ink in column No. 3 of the Ballot Paper against the name(s) of not more than the number of person(s) to be co-opted in that category.

SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE - 2023 - PART ONE- 221

19. The ballot paper shall be invalid if-
- (a) it is signed by the voter ,or any mark is placed which identifies or tends to identify the voter;
 - (b) it cannot be determined for which candidate the vote is recorded;
 - (c) it is unmarked;
 - (d) marks are placed against the name(s) of person(s) more than the member(s) to be co-opted,
 - (e) more than one mark (√) against the name of same candidate.
20. The result of Co-option shall be decided by simple majority vote that is to say person(s) equal to the number of person(s) to be co-opted in respective categories securing higher number of votes in serial order shall be duly declared as co-opted.
- Provided in case of difficulties in declaring the result of co-option on account of equal number of votes secured by two or more candidates, a lot shall be drawn and the person in whose favour the lot is resulted, shall be declared co-opted.
21. The Co-options on the Board shall be signed by the Presiding Officer of the Board during the meeting.
22. As Statute No. 12 of 2000 and 1 of 2011 are inconsistent with the provision of Maharashtra Public Universities Act, 2016, hence the Statute No. 12 of 2000 and 1 of 2011 stands repealed.

Date : 26/04 /2023

Sd/-
Prof. (Dr.) Pramod G.Yeole
In-charge Vice-Chancellor
Sant Gadge Baba Amravati University

SANT GADGE BABA AMRAVATI UNIVERSITY
NOMINATION PAPER

(See para- 7 of Direction No. 26 of 2023)

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

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

Date : (Signature of the Proposer)

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

Date : (Signature of the Seconder)

Declaration by the Candidate

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

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

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

Date : (Signature of the Candidate)

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

** Here mention the name of the concerned Faculty.

*** Here mention name of the College.

@ Here mention number of certified documents/ certificates attached.

SANT GADGE BABA AMRAVATI UNIVERSITY

NOMINATION PAPER

(See para – 10 of Direction No. 26 of 2023)

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

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

Date : (Signature of the Proposer)

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

Date : (Signature of the Seconder)

Declaration by the Candidate

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

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

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

Date : (Signature of the Candidate)

* **Here mention the category as per provision of 40 (2) (d) as under :**

- (ii) : one professor from other universities ;
- (iii) (A) : a person holding a rank not lower than that of Assistant Director
- (iii) (B) : an eminent scholar in the subject;
- (iii) (C) : an eminent person from the subject from the subject-related industries or association or
professional body ;
- (iii) (D) : person having at least ten years working or ownership or advisory or consultancy
experience in the field relevant to the subject

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

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

**** Here mention name of Establishment/related field such as national laboratories / institution /
industry etc.

@ Here mention number of certified documents/ certificates attached.

.....

SANT GADGE BABA AMRAVATI UNIVERSITY
NOTICE OF WITHDRAWAL

(See para- 13(c) of Direction No. 26 of 2023)

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

_____ in the faculty of

** _____

To,

The Presiding Officer,

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

Date :

(Signature of the Proposer)

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

** Here mention the name of the concerned Faculty.

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

SANT GADGE BABA AMRAVATI UNIVERSITY
BALLOT PAPER

(See para- 16 of Direction No. 26 of 2023)

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

The ballot paper shall be invalid, if-

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

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

Presiding Officer

Direction

No. : 27/ 2023

Dated : 27/4/2023

Subject: Direction for required undertakings, certificates and supportive evidences to be submitted by proposer/ candidate at the time of filling Nomination Papers for election/nomination/co-option by members during meeting of the Board of Studies.

Whereas, the Government of Maharashtra in Higher and Technical Education Department, Mantralaya, Mumbai, vide Notification No.MNS-2016/(347/16)/Ue-3, dated 28th April, 2017 has specified the eligibility conditions for being elected or nominated or co-opted as a member of the authorities of the University,

AND

Whereas, Section 40 of the Act provides Board of Studies for every subject or group of subjects as prescribed by the Statute,

AND

Whereas, Direction No. 92 of 2022 in respect of Board of Studies provides Board of Studies for every subject or group of subjects in the different faculties in the University,

AND

Whereas, Sub Section (2) of Section 40 of the Act provides members consisting of the Board of Studies,

AND

Whereas, Sub Section (2) of Section 40 of the Act provides for co-option of the members on Board of Studies by the members of the Board of Studies consisting under clause (a) and/or (d) of sub-section (2) of Section 40 of the Act,

AND

Whereas, the Direction Nos. 5/2019 and 25/2019 issued respectively on dated 1.2.2019 and 14.8.2019 has been lapsed on the expiry of six months as per Maharashtra Public Universities Act, 2016 and it is necessary to issue a fresh Direction to carry out the election/nomination/ co-option,

AND

Whereas, procedure for election, nomination and co-option of members by the Board of Studies in the first meeting of Board of Studies is prescribed by various directions,

AND

Whereas, taking into consideration the eligibility conditions prescribed by the Government vide Notification No.MNS-2016/(347/16)/Ue-3, dated 28th April, 2017 regarding eligibility conditions for being elected or nominated or co-opted as a member of Authority(ies)/Committee(s) of the University,

AND

Whereas, undertakings, certificates and supportive evidences for fulfilling the essential conditions/qualifications for a person to be elected, nominated and co-opted are necessary for verification,

AND

Whereas, the matter of prescribing procedure is required to be regulated by the Statute and framing of Statute may take some time, hence the Direction is required to be issued.

SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE - 2023 - PART ONE- 227

Now, therefore, I, Prof. (Dr.) Pramod G. Yeole, In-charge Vice-Chancellor of Sant Gadge Baba Amravati University, in exercise of powers conferred upon me under sub-section (8) of section 12 of the Maharashtra Public Universities Act, 2016, do hereby direct as under:

1. This Direction may be called “Direction for required undertakings, certificates and supportive evidences to be submitted by the proposer/ candidate at the time of filling Nomination Paper for election, nomination and co-option of members by Board of Studies, Direction 2023.”
2. This Direction shall come into force from the date of its issuance.
3. In this Direction, unless the context otherwise requires;
 - a) ‘Act’ means the Maharashtra Public Universities Act, 2016.
 - b) ‘Affiliated college’ means a college which has been granted affiliation by Sant Gadge Baba Amravati University.
 - c) ‘Board’ means the Board of Studies as provided in Direction No. 92 of 2022 for every subjects or group of subjects comprised in the Faculty.
 - d) ‘Head’ means Head of National Laboratory/Institution/Industry / Association or Professional Body.
4. The Chairperson/Presiding Officer shall scrutinize the validity of nomination papers on the ground of conditions/qualifications prescribed by the Act, Notification No. MNS-2016/(347/16)/Ue-3, dated 28th April, 2017 and direction.
5. The Proposer/member shall submit the nomination paper alongwith letter of willingness of person to be elected, co-opted, nominated and certificates/ documents fulfilling the required conditions/ qualifications by the person as under –
 - i) For University teacher : Certificate of Registrar of the University.
 - ii) For College Teacher : Certificate of the Principal/ Head of Institution.
 - iii) For P.G. recognised teachers : a) For P.G. recognised teachers- Certificate of the University.
imparting teaching to P.G. Students b) For imparting teaching to P.G. Students- Certificate of Principal.
 - iv) For Principal before 13.10.2000 : Certificate of Chairman/Secretary of the Society.
 - v) For Ph.D. Guide : University Certificate.
 - vi) For Ph.D. : Ph.D. Certificate/ Notification of the University/ Institution.
 - vii) For Ph.D. pass out Students : University Certificate.
 - viii) Five years Examination Work : University Certificate.
 - ix) For Text books/Reference Books and Research Papers. : Copies of Text book or Research Papers/ Reference Books.
 - x) Professor of other University : Certificate of Registrar of the University/Principal/ Director
 - xi) For person in National Laboratory/ Institution/ Industry : Certificate from the Head/ Employer
 - xii) Expert of National Laboratory/ institution/industry : Certificate of the Head/ Employer
 - xiii) Eminent Scholar in the subject : Certificate of Head / Self
 - xiv) Industry, association or professional body : Certificate of Head / Self
 - xv) person having at least ten years working or ownership or advisory or consultancy experience in the field relevant to the subject. : Certificate of owner/ Self
6. The Chairperson/ Presiding Officer shall decide the validity of Nomination Paper for Election, Nomination and Co-option considering the above certificates, documents and evidences.

Date : 26/04/2023

Sd/-
Prof. (Dr.) Pramod G. Yeole
In-charge Vice-Chancellor